**SUPPLEMENTAL GUIDANCE REGARDING**

**NEW COURSE PROPOSALS AND COURSE MODIFICATIONS**

**Special Topics**

In keeping with the policy of the University Curriculum Committee and Graduate Studies Committee, the Registrar’s Office tracks the number of times each special topic is offered by an academic department.  Once a topic has been offered for a third time, the topic should be proposed as a regular course through the curriculum approval process so that it can continue to be offered.  Departments will receive regular updates from the Registrar’s Office on the status of their special topic offerings to give them notice of the expectation of curricular review for special topics taught three times.

**Undergraduate Course Numbering Changes**

Requests to change course numbers within the lower-level (100/200) range or the upper-level range (300/400) for the purposes of curriculum sequencing or aesthetics will generally not be approved. However, changing a course number from a lower-level course number to an upper-level course number – or vice versa – may sometimes be necessary when the foundation of a course is changing. Course numbering changes have far-reaching impacts on student records and advising, which CARC will strongly take under consideration. CARC instead recommends using titles and enforced prerequisites to show relationships such as suggested sequences between courses.