

## **SPECIALIZED COURSES: DEFINITIONS AND NUMBERING**

For consistency and clarity and in order to allow degree audit to work most efficiently for students and advisers, the following numbering conventions will be used for specialized courses in all undergraduate departments. The two areas of common numbering for both undergraduate and graduate course is that of the Special Topics and the Independent Study; however, if applicable, the graduate departments may use the same numbering conventions for their other courses as well.

- I. **Special Topics:** Those courses which are offered as experimental courses (i.e., used to determine whether or not the course will be scheduled as a regular offering within the major); courses in the process of development (i.e., being proposed via the appropriate academic channels for a future academic year, but needing to be offered in the current academic year); or, courses scheduled one-time only, as a special offering by a department.

Once a course has been offered three (3) times as a Special Topic, it can no longer be offered as such and must either be approved as a regular course or discontinued. The course numbers of 1910, 2910, 3910, 4910, 5910, and 6910 will be used for this type of course (formerly defined in Policy 78-1). These courses all carry variable credit as listed in the *Catalog*; however, they must appear in the Schedule of Classes with a fixed title and fixed credits. These courses may be cross-referenced in two or more departments in the Schedule of Classes.

- II. **Internships:** Those courses which offer the upper division undergraduate student the opportunity to exercise skills learned in the classroom within a local business or agency. These courses are offered in a broad range of fields that are of interest to the student and, while these may relate to the major or minor, they are not considered a requirement. The course number of 4950 will be used for this type of course.

- III. **Independent Study:** Those courses which offer the student the opportunity to study a topic or subject matter in depth with the approval of his/her department, and is not typically used to fulfill a major requirement. The course numbers for Independent Study will be 1960, 2960, 3960, 4960, 5960, and 6960. Doctoral programs will list Independent Study as 6960 and Master level programs will use 5960. See Policy #78-1, Independent Study, for further requirements/restrictions.

- IV. **Directed Research:** Those courses which offer the upper division undergraduate student the opportunity to study a topic or subject matter in depth and which are identified as a requirement of the major. The number of 4990 will be used for Directed Research.

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