

3357:13-14-084 Procedure for Approval of Special Topics Courses

- (A) A completed master course syllabus (Form [14-081a](#)) must be submitted to and approved by the department in which the course is to be taught.
- (B) This syllabus must then be approved by the dean of the division in which the course is to be taught.
- (C) This syllabus must finally be approved by the Academic Council and the Vice President for Academic Services and kept on file for future reference.
- (D) Special topics courses may be offered one time before being presented to Curriculum Committee for approval and consideration of the course for permanent curriculum status.

Effective: July 27, 2021

Next Review: July 1, 2026

Review Dates: 3/16/95, 7/27/21