

# UMTC Undergraduate Topics Course Principles and Review Process

*Approved by CCC, 2/6/15; Approved by the Undergraduate Associate Deans, 4/17/15*

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## Guiding Principles

The Campus Curriculum Committee (CCC) expects that, prior to being sent to the Provost queue in the Electronic Course Authorization System (ECAS), all topics courses will have been reviewed by the appropriate collegiate curricular authority.

Topics courses should be taught no more than two times before being converted to regular courses.

The following types of topics courses will not be subject to the two-times rule.

- Freshman Seminars
- Honors Seminars
- Topics courses that support individualized instruction
  - Directed Study/Directed Research/Directed Readings
  - Senior Projects/Papers/Thesis
- Study Abroad

With the exception of Freshman seminars, Honors seminars and Study abroad courses, topics courses may not be proposed to meet a Liberal Education requirement.

## Review Process

*New topic titles being proposed for the first time:*

- The Associate Dean for the University Curriculum is the first point of contact in the ECAS Provost queue and will review topics titles.
- Topics courses should include an appropriately descriptive title (which will appear on the transcript). No syllabus is required for approval of a new topic title, but a course description (including information about meeting times and number of credits) should be included in the *Editor Comments* section of ECAS. This description will help the Associate Dean determine whether the course content is appropriate for University of Minnesota Twin Cities campus credit, (i.e. content the U of M would accept as transfer credit from another institution) and the mission of the proposing unit.
- Based on the course description, the Associate Dean for the Curriculum will determine whether further review is warranted. Most proposals will go forward without further review.
- If a topics course proposal warrants further review, a preliminary syllabus may be requested. The course will be sent to the CCC for review.
- The Office of Undergraduate Education (OUE) and Academic Support Resources (ASR) will keep a running list of all proposed topic titles, which will be used to verify whether a course has been taught previously.

*Topic titles being proposed for the second offering (offerings do not need to be consecutive):*

- A syllabus should be included in the *Editor Comments* section of ECAS. It is appropriate to include the syllabus from the first time the course was taught, assuming it is being taught by the same instructor.
- OUE/ASR will verify that the course is being taught for the second time.
- The *Editor Comments* section in ECAS should list the previous semester when the course was taught.
- As long as there are no concerns (i.e. regarding content appropriate for University of Minnesota campus credit and relevance to the mission of the proposing unit or contact time/credits), the course proposal will be moved forward without further review.

*Topics courses being proposed for the third offering:*

- Courses should be converted to regular courses, unless they meet criteria described above under “Guiding Principles.”