

303-10 SPECIAL COURSES—PROCEDURE

1. PURPOSE

To provide an opportunity for student learning beyond the regular college curriculum that addresses a unique topic or specific need through a limited offering which does not duplicate existing courses.

2. PROCEDURE

1. Faculty or Academic Division Dean creates a course outline and syllabus to meet a unique student or group need.
2. All Special Courses are assigned a 196, 197, 198, 199, 296, 297, 298 or 299 number in any active prefix, and from one to six college-level credit hours. Special Courses are defined as:
 - a. 196, 296 - First and second level Travel/Study - College facilitated courses that include travel.
 - b. 197, 297 - First and second level Independent Study – student-generated and instructor-approved topic to meet specific individual student need.
198, 298 - First and second level Special Topics – Limited offering to address unique topic.
 - c. 199, 299 - First and second level Workshops - courses designed to meet special interest requests. 299 courses are intended to build on 199 special interests.
3. Academic Division Dean reviews and determines if course fulfills Special Course purpose and approves or disapproves the course.
4. Approved course outlines with appropriate Special Topics number and unique course title are submitted to Curriculum Coordinator.
5. Curriculum Coordinator sends approved courses to Academic Operations Coordinator and Registration and Enrollment Services for scheduling.
6. Instructor responsibilities, load, and compensation are equivalent to those of regular courses (Procedures 308-02 and 444-02).
7. Students may enroll in up to six credit hours of Special Courses each semester.
8. A Special Topics course cannot apply to any of the following transferable CCC degrees: AA, AFA, ABUS, AS.

3. BACKGROUND

1. Reference: AZ Statue 15-1410
2. Revision history: 5/15/2007, 10/12/2011, 10/08/2014
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 10/8/2014

COCONINO COMMUNITY COLLEGE