
APPROVAL GUIDELINES

KSU Request for Special Topics (Regular):

- The SPECIALTOPICS abbreviation is used only for special topics (regular) courses.
- The course numbers special topics (regular) courses are 2290 (for lower level courses) and 4490 (for upper level courses).
- The formal proposal for a request for a special topics (regular) needs to be approved by the Department Chair, Department Curriculum Committee, and submitted to the Registrar no later than one week prior to the deadline for the semester schedule in which it will be included.
- A specific special topics (regular) course may be offered a total of three times. If the course is to be offered a fourth time, it must be proposed as a new course and must go through all levels of the Formal Course Approval process.
- It is the responsibility of the Department Chair to see that the following items are accomplished/approved/acceptable: 1) Does the course duplicate the content of any other existing courses in the university catalog with respect to its title, purpose, or content or appear to possibly fall under the purview of another department? If so, what specific courses? 2) If there is potential duplication or a question of purview, has the Department Chair contacted the other Department and shared the rationale/justification and obtained support for this course offering?

KSU Request for Special Topics (Study Abroad (SA)):

- The SA abbreviation is used only for special topics study abroad courses.
- The course numbers special topics (SA) courses are 2290 (for lower level courses) and 4490 (for upper level courses).
- All requests for a study abroad course complete this form and the study abroad proposal form at the link below and typing in “faculty” in the search box.
<https://kennesaw.studioabroad.com/index.cfm?FuseAction=Programs.AdvancedSearch>
- All SA courses must be consistent with the Academic Standards and Study Abroad policy approved by the UPCC (10/03/01) and GPCC (9/19/01).
- The formal proposal for a request for a special topics course (SA) needs to be approved by the Department Chair, Department Curriculum Committee, Education Abroad Director and submitted to the Registrar.
- Because these courses are part of the summer study abroad offerings and will be conducted overseas in an experiential learning environment, there is no significant potential for duplication with any on-campus course offerings.

KSU Request for Special Topics (Discipline-Specific Study Abroad) Courses:

- Special topics (discipline-specific study abroad) courses are offered with a discipline-specific prefix (e.g., ACCT, HIST, PHIL, etc.)
- All requests for a study abroad course complete this form and the study abroad proposal form at the link below and typing in “faculty” in the search box.
The link for faculty to propose a SA program can be found at:
<https://kennesaw.studioabroad.com/index.cfm?FuseAction=Programs.AdvancedSearch>

- The formal proposal for a request for a special topics (discipline-specific study abroad) course needs to be approved by the Department Chair, Department Curriculum Committee, Education Abroad Director and submitted to the Registrar.

KSU Request for Special Topics (Honors) Courses:

- The HON abbreviation is used for special topics (honors) courses.
- The course numbers for special topics (honors) courses are 2290 (for lower level courses) and 4490 (for upper level courses).
- The formal request for a special topics (honors) course needs to be approved by the Department Chair, Department Curriculum Committee in University Studies, and Honors Program Director. It should then be submitted to the Registrar no later than one week prior to the deadline for the semester schedule in which it will be included.