

**Procedure Title:** Course Approval for Special Studies Courses  
**Procedure Number:** 05-2012-0001  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Vice President, Instruction  
**Original Date:** 08-14-12  
**Date Approved by Cabinet:** 09-11-12  
**Authorizing Signature:** *Signed original on file*  
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**Purpose:**

Maximum flexibility is afforded to the offering of special studies courses. Minimal approval processes are necessary however, to assure proper communication and the prevention of the exception becoming the rule.

**Definitions:**

**Special Studies Course:** A course designed to provide interested and capable students with the opportunity to study special topics in the respective discipline that are not covered in the regular curriculum. The course will have a departmental prefix followed by "198" (e.g. BA198)

**Guidelines:**

**Proposal Process:**

1. The proposal must be made by the instructor of the proposed course. The instructor must be a current part-time or full-time instructor for BMCC and qualified to teach the proposed special studies course.
2. The proposal must be submitted to the Office of Instruction with the following:
  - a. Intended term to offer the course (the proposal must be submitted a minimum of ten weeks prior to the first day of the course).
  - b. Syllabus containing course description and general learning outcomes of the course (approximately one outcome for every five hours of instruction).
3. The Office of Instruction will forward the proposal to the appropriate department chair for analysis by the department. The department will review the proposal using the following as basis for approval:
  - a. Are the topics of the proposed course appropriate for the department's discipline?
  - b. Do the syllabus outcomes indicate that the course is college level?

- c. Does the primary topic of the course meet one of the following:
  - i. Is it an important current issue (either in society, to the profession, or to the particular class of students) and therefore timely, but one that will lose its significance in a year's time?
  - ii. Is it a course with a high potential to be permanently added to the departmental course offerings?
4. The department must submit a recommendation to approve or disapprove the proposal within two weeks of receipt of the proposal. The department may recommend approval contingent on revisions to the proposal. The department must provide rationale for any disapproved proposal. Following either the two-week timeframe, or the receipt of departmental recommendation, the process will proceed to step 5.
5. The Office of Instruction will make the final approval determination.

An approved special topics course can be offered a maximum of two terms, after which it must be submitted as a regular course offering and approved as prescribed in administrative procedure IO-05-2003-0001 "Course & Curriculum Approval."

**Related Administrative Procedures:**

IO-05-2003-0001 – Course & Curriculum Approval

SS-07-2003-0021 – Course Numbering