

## Policy for Special Topics Courses

**PHRM 5210 Special Topics in Pharmacy**  
**PHRM 5980 Undergraduate Research Problems**

Special Topics courses allow faculty to offer academic opportunities to a limited number of students each semester for the following purposes:

- To give students the opportunity to work on a project
- To allow faculty to offer a course on a trial basis to determine if it should become a permanent elective offering
- To allow faculty to offer a course to less than five students (the minimum enrollment for professional courses)

Special Topics courses can be offered for 1-3 credit hours and are graded pass-fail (S/U). Students may take up to twelve hours of special topics classes, but only six elective hours may be directed/independent study. The following policy outlines the faculty and student responsibilities for special topics courses.

Faculty – Each semester, faculty will receive an e-mail from the Associate Dean soliciting electives for the upcoming semester. Faculty who wish to offer a PHRM 5210 or PHRM 5980 elective should:

1. Complete a “Request to Offer a Special Topics Elective” form. The form includes the following information:
  - Number of credit hours
  - Brief description of the course
  - Course objectives
  - Prerequisites for the course
  - Number of students (minimum and/or maximum)
  - Means of assessing the student(s), i.e., grade determination
  - Site(s) at which students may enroll and location(s) from which the course will be taught
  - Statement of intent regarding whether the course will be continued as an elective
  - Confirmation that the faculty has made department head aware of intent to offer the course
2. Faculty will send the completed form to the Associate Dean who will, in turn, submit all special topics requests to the Curriculum Committee for approval. Approved topics will be included in the list of electives circulated to the students for pre-registration.
3. Special Topics courses are set up as “Permission of Instructor.”

Students – Students who are interested in a Special Topics elective should:

1. Communicate with the instructor and understand the nature of the course (type of work involved, expectations, etc)

2. Complete a "Permission Form" for PHRM 5210 or 5980 courses. This form is available from the Office of Student Affairs and is distributed to students with registration materials. Faculty must sign the form indicating permission for the student to enroll in the course. Faculty should retain the bottom portion of the form.
3. The students must return the completed form to the Office of Student Affairs in order to be put on the access list for course registration in OASIS.

## Request to Offer a Special Topics Course

Faculty Name:

Course number (circle one): PHRM 5210      PHRM 5980

Number of credit hours (1-3):

Number of students (include min or max if applicable):

Pre-requisites (if any):

Brief description of the course:

Course objectives:

Means of assessing students (grade determination):

Sites(s) at which students may enroll:

Locations(s) from which the course will be taught:

Does the instructor plan to continue this course as an elective?

Is the department aware that the instructors has requested to teach this course?