

### Policy for offering special / variable topics coursework

Special / variable topics courses (e.g., APK4905, SPM4905, APK5936, HSC6935, LEI6931, SPM5936), should be offered for the following reasons:

1. The course content is designed to be a one-time offering
2. The course is being “piloted” to gauge student interest in course topics for future permanent offerings

A third offering of the same (or highly similar course) content via a special/variable topics course number will trigger completion of formal course approval to be assigned a permanent course number and offered accordingly. Following semesterly review of special / variable topics course offerings, the HHP Office of Academic and Student Affairs will notify the course instructor, undergraduate or graduate coordinator, and department chair to complete the formal approval process, which includes a syllabus review. The approval process will, as typical, include review by the College Curriculum Committee (CCC). CCC review and a recommendation of approval must be provided prior to future offerings of the course. The course will not be offered a fourth time without CCC approval. Of course, the process can be initiated any time the department wishes to develop a new course, without being prompted by the HHP Office of Academic and Student Affairs.

The approval process for new courses can be found here:

- Undergraduate course: <https://approval.ufl.edu/start-new-request/new-course-ugrad/>
- Graduate course: <https://approval.ufl.edu/start-new-request/new-course-graduate/>
- Professional course: <https://approval.ufl.edu/start-new-request/new-course-pro/#d.en.981623>

NOTE: Policy approved at CCC on 10.12.22