SPECIAL TOPICS AND DCARS (Dartmouth Course Approval Routing System)

- Topic courses are similar in goals and focus to regular courses, but the topic varies from term to term.
- Topic courses are normally offered infrequently or are one-time offerings.
- Topic courses fall under a “rubric” or general descriptor that provides an overview of the focus of study, while each topic has a unique number, title, and description. The numbering schema is XX.1, XX.2, XX.3, etc. where XX = the rubric number and .1, .2, .3 = specific topic. The number stays the same each time the special topic is offered, regardless of term.
- The rubric is approved as a regular COURSE through the Divisional Council process.
- Each topic is approved by the COI Chair and Registrar only.

For example,

**RUBRIC:** (Approved as a COURSE through DCARS)

*Film 41 Genre*

**TOPICS:** (Approved as SPECIAL TOPICS through DCARS)

*Film 41.1 Film Noire*
*Film 41.2 Arrival City; The Case of Berlin-Kruzberg*
*Film 41.3 Animation History*

Or,

**RUBRIC:** (Approved as a COURSE through DCARS)

*Bio 65 Current Topics in Molecular Genetics*

**TOPICS:** (Approved as SPECIAL TOPICS through DCARS)

*Bio 65.1 Gene Regulation in Eukaryotes*
*Bio 65.2 Plant Developmental Genetics*

Additional notes:

- The Rubric is approved before the topics may be approved.
- Distributives and world culture attributes may be approved for the RUBRIC by the COI and thus apply to all ensuing topics, or may vary by topic and be approved by the COI Chair and Registrar each time a new topic is offered.
- Topic courses under a Rubric may be taken more than once (though only once for each topic).
- Topic courses cannot serve as prerequisites to the major.
- Each topic has a two-digit "root" number associated with the rubric, followed by a "point," then a two-digit extension following the point. For example, 40.01, 40.02, 40.03, where "40" is the root course, and "01," "02," and "03" are extensions. The root, point, and extension form a single, unique, course number. Every time the topic is offered the same number is used (it does not vary..."
term to term), and it is listed in the ORC and Timetable of Courses with that number. The Registrar will assign a number when needed.

- While all special topics courses use this numbering system, not all courses with this schema are special topics courses.