

SENATE GUIDELINES FOR “SPECIAL TOPICS” AND “SELECTED TOPICS” COURSES

Senate approved the following guidelines to govern the use of the "Special Topics" and "Selected Topics" course categories:

- (1) The “Special Topics” course category will be used exclusively for courses which will be offered one time only, by a visiting faculty member or member of faculty available for only one term or year.
- (2) “Special Topics” courses will automatically be expired on the Student Information System Course Repository at the end of the academic year in which they are offered.
- (3) The “Selected Topics” course category is a generic 'umbrella' course category identifying a defined field or subject area within a program of study. Under the category, courses which focus on different topics within a particular field or subject area can be offered. The individual courses offered under a generic “Selected Topics” course number and title are not tied to specific limitations with regard to either the number of times or the length of time they can be offered.
- (4) CCAS recommends that these guidelines be implemented through the course of the 2002/2003 and 2003/2004 academic year. These guidelines would apply to courses offered by all Faculties.