St. Thomas University Policy Statement

Policy Name:	Special Topics Courses	
Classification:	General Administration Academic Unit	<u>X</u>
		(Signature) (Title/Authority)
Date of Issue: November 9, 1995; Revised September 12, 2012		
Policy:		
1. Special topics cour as described in the Un		ent's /Programme's regular curriculum offerings
	•	rpose of assessing new curricular ake an occasional late addition to departmental
New Course Proposa and approved by the i	ls as provided by the Senate C	of assessment will follow the <i>Guidelines for</i> Curriculum Committee. It will first be reviewed me and then sent to the Senate Curriculum the course being offered.
Proposals, which will receipt of the proposa materials to support the	l be provided in advance by the l, the Chair/Director will detended the course. The Department/Provided the course is the Department of the longest that the longest longe	alty will follow the <i>Guidelines for New Course</i> he Department Chair/Programme Director. On ermine whether the library carries sufficient rogramme will then review and approve the r its records at least one month prior to the
4. A special topics course may be approved as a one-time offering, or for a trial period of a maximum of two years. Departments/Programmes wishing to offer a particular special topics course for a period longer than two years must propose the course to the Curriculum Committee as a regular offering.		
5. Particular special topics courses will not be listed in the University <i>Calendar</i> , but each Department/Programme may list in the <i>Calendar</i> a series of numbers which will be used for courses entitled "Special Topics," and whose descriptions simply state that the content changes from year to year.		
*Policy Origin:		
This policy was prepa	ared by .	Date: