

MERCER
UNIVERSITY

UNIVERSITY POLICIES

Title: Special Topics Course Policy
Effective Date: March 1, 2024
Issuing Authority: Provost
Policy Contact: Vice Provost
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Purpose

The purpose of this policy is to explain the uses for and limits of a special topics course designation.

Scope

The policy applies to all special topics courses.

Policy Statement

A special topics course is defined as any course identified by one catalog course number offered for credit in which the subject matter or content may vary among sections and/or across terms as indicated by each section's subtitle and description.

Special topics courses should be used on a temporary basis to address specific topics within a field of study that do not currently align with existing approved courses or to evaluate demand for a new course or area of study. Special topics courses cannot be required in a degree, minor, or certificate program because of their temporary nature but may be included in a list of electives where appropriate. Most special topics courses can be repeated by students for additional credit provided that the course sections cover varying material.

The catalog course description will include the generic title of the course with the words "Special Topics" with specific details of repeatability, if allowed. The full title of the course with the words "Special Topics" and the individual subtitle will appear on the published class schedule and on students' academic records and transcripts.

Academic units may offer a specific topic under this course designation a maximum of three times within five academic years prior to a full curricular review to become a dedicated course.

History

Approved by Provost Scott Davis, March 1, 2024