

**SIMON FRASER UNIVERSITY**  
**OFFICE OF THE VICE-PRESIDENT, ACADEMIC**  
**MEMORANDUM**

**To:** Senate  
**From:** D. Gagan, Chair *David Gagan*  
Senate Committee on Academic Planning  
**Subject:** Special Topics Courses  
(SCUS Reference: SCUS 95 - 22  
SCAP Reference: SCAP 95 - 69)  
**Date:** December 11, 1995

---

Action undertaken by the Senate Committee on Undergraduate Studies and the Senate Committee on Academic Planning gives rise to the following motion:

**Motion:**

“that Senate approve and recommend approval to the Board of Governors, as set forth in S.96-5, procedures to be followed in the creation of temporary Special Topics courses.”

1950  
1951  
1952

[REDACTED]

1953  
1954

1955  
1956

1957  
1958

1959  
1960

[REDACTED]



**Simon Fraser University**  
Office of the Registrar  
**Memorandum**

To: SCUS

From: Ron Heath  
Registrar/Secretary of Senate

Subject: Special Topics Courses

Date: November 27, 1995

---

Under current process, a department must have in place a "Special Topics" course offering with a designated course number if a special course offering is to be made available in a given semester. Some departments have attempted to cover every eventuality by setting up a series of special topics courses/numbers at each course level (i.e. 100 level, 200 level, etc.), with the result that they have a relatively large number of calendar entries with few occasions when the various numbers are actually used. The ability to assign a different course number to each special topic allows the student's individual record to accurately reflect the title of the subject in the course. On some occasions, the available numbers at a particular course level may not be sufficient. If a department does not have any available predetermined special topics number at the required level, they may be faced with a decision to either not make the course available or to offer it at a level that is less desirable simply to conform to an available number. Another option is to offer a variety of Special Topics under a single course number but in these cases, the