

Special Topics Approval Process**Approval Process**

The academic unit is responsible for proposing and approving titles for Special Topics courses. The academic unit provides the course code, section and title to the Associate Dean (Programs and Awards), via the Program Officer, for information. A list of the special topics titles will be provided to Graduate Faculty Board for information. If the same topic is offered as a Special Topics course three consecutive times, it should be reviewed to determine if it should be converted to a regular offering. FGPA will post special topics titles at: <http://gradstudents.carleton.ca/special-topics/>

- **Process after Approval**

The academic unit should enter the title in Banner for each section where the topic differs. Once the student is registered, the specific title will show on the transcript. If the title is not entered prior to the assignment of grades in Banner, only the generic 'Special Topics' title will show on the transcript with the final grade. The specific title of the topic will only appear on the transcript if it is entered in Banner **before** the course is graded.

- **Recommendation**

The last day of classes for the term can be used as the deadline to enter specific titles, thereby ensuring that the Special Topic titles will appear on the transcript. However, the earlier they are entered, the sooner the information becomes available in Carleton Central and on the transcript for in progress courses.

Any questions may be sent to [joanne\\_bree@carleton.ca](mailto:joanne_bree@carleton.ca)

**Summer 2016 Timeline**

Dates	Event Description
March 22, 2016	Deadline for entering Special Topics titles into Banner, to appear in Carleton Central.
March 23, 2016	Summer Registration begins
June 14, 2016	Last day of Early Summer classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and to appear on the official transcript.
August 16, 2016	Last day of Late Summer and Full Summer classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and to appear on the official transcript.

**Fall/Winter 2016-17 Timeline**

Dates	Event Description
October 1, 2016	Deadline for Special Topics titles to be entered into Courseleaf to appear in the next calendar.
June 2, 2016	Deadline for entering Special Topics titles into Banner, to appear in Carleton Central
June 4, 2015	Registration begins
December 9, 2016	Last day of Fall term classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and in order to appear on the official transcript.
April 7, 2017	Last day of winter and Fall/Winter classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and in order to appear on the official transcript.