*Forms:* [*CIP Course Design*](https://www.ppcc.edu/p/forms)

[*Selected Topics*](https://www.ppcc.edu/p/forms)

**SELECTED TOPICS**

# A. DEFINITION

Selected Topics are specific courses that are not a part of the regular curriculum, they are not published in the catalog and/or schedule and have been developed to meet specific student needs.

# B. GUIDELINES

1. Selected topics courses must be developed according to guidelines in Educational Procedure 100. Course numbers designated for selected topics are 175, 176, and/or 177 for freshman- level courses, and 275, 276, and/or 277 for sophomore courses. Developmental course numbers are 075, 076, and/or 077. The section number assigned to these courses should follow the section number assignment guidelines.

1. Courses developed for selected topics may be offered a maximum of three times. Courses offered in excess of three times must be justified to the VPIS or processed on a CIP Course Design form and approved via CIP for inclusion in the college catalog.

1. Selected topic courses will not be accepted to meet general education requirements. However, they will be accepted to meet degree (non-general education) requirements.

# PROCEDURES

1. The initiator prepares the Selected Topics form located in the Portal under the Forms tab for each course to be offered as a selected topic. An initial course outline (minimum of topical outline) must be attached to the form. The initiator forwards the form to the instructional division dean or associate dean for that discipline.

1. The Instructional Division Dean or Associate Dean reviews and signs the Selected Topics form. A final course outline must be completed at the end of the course. Copies of forms should be retained by the division for a minimum of one year. The instructional division dean forwards the Selected Topics form to the VPIS office for approval.

1. After the form and initial outline are approved by the VPIS, that office will retain a file copy for a minimum of one year. The original will be sent to Enrollment Services to be maintained in the master file.