

**SCHOOL OF GRADUATE STUDIES
SPECIAL TOPICS COURSE PROPOSAL**

Department _____599 Date _____

Course Title _____

Academic Credits _____ Faculty Credits _____ Contact Hours _____

Prerequisites or Qualifications _____

Semester and Year _____ Enrollment: Maximum _____ Minimum _____

Instructor _____

RATIONALE FOR SPECIAL TOPIC (Include need and target audience):

RELATED DISCIPLINE RECOMMENDATION

The _____ Department (does) _____ (does not) _____ object to the special topics course.

Date Department Chairperson's Signature

DEPARTMENT ENDORSEMENT

This special topics course is approved as an academically sound offering of the department.

Date Department Chairperson's Signature

SCHOOL ENDORSEMENT

This course is approved as a special topics offering.

Date School Dean's Signature

GRADUATE SCHOOL DOCUMENTATION

Date Received Date Entered in file Associate Dean's Signature

NOTE: A comprehensive course syllabus with bibliography and schedule with dates and times of meeting must be attached to this form as a matter of permanent record.

A SPECIFIC TOPIC MAY ONLY BE OFFERED ONCE

Special Topics Graduate Courses

Proposal: Approve the establishment of a variable credit, special topics course number for each department and reserve the designation 599 for such offerings. This would provide the department with the flexibility and ongoing authority to offer special topics course subject only to department and school prior approval and, presentation of required documentation to the Graduate Office as a matter of record.

1. Rationale

At times it might be desirable for a department to offer a graduate course to meet a special non-recurring need to take advantage of unusual present circumstances of resources. For example, Pratt-Whitney or Miles Laboratories might need a high level scientific or business course for specific technical/management employees. Or a person with a national reputation in a field might be in the area for a brief period of time. Or some environmental or social problems might be addressed more effectively after graduate level study in the area.

If Special Topics Courses were on the master file, departments would be able to respond to these and similar situations. A source of flexibility would be built into the curriculum.

The present ad hoc approval system might appear to meet this need and in a sense it does; but it is cumbersome and requires a new course number each time. Also, there is no system to ad hoc numbering. Any available number is used. It is not possible to identify which courses were offered ad hoc without going back to source documents.

Initiation of Special Topics Courses also establishes the fact that one time credit course offerings for a special purpose or special target group are a recognized part of the mission of graduate programs. This, perhaps, is the most important reason for adopting an ongoing Special Topics system.

2. Special Topics Title

All Special Topics Courses will begin with the preface Special Topics. Following the preface would be a clearly identifiable subject content area. For example, the New Haven School System might have approached the School of Education through the Education Department about classroom discipline. If the Department and the School decided that need would be met best by a graduate level course they might set up: EDU 599 Special Topics/Classroom Discipline.

It would not be necessary for a department to have a graduate program to offer a Special Topics Course. Any department listed in the Graduate Catalog might offer a special topics course with department and school approval. For example, the National Guard might ask the Computer Science Department for a graduate level course on Fifth Generation Computer Systems. If the department had the capability and deemed it a worthy graduate offering, it might set up CSC 599 Special Topics/Fifth Generation Computer Systems.

3. Special Topics Variable Credit

It is proposed that the Special Topics designation carry variable credit. A Special Topics Course may be offered for one to six credits. However, each special topics offering must be offered for a set, designated amount of credit. That is, everyone who enrolls for the course must enroll for the same amount of credit.

The amount of credit will be related to the amount of instructional time. This means for each non-laboratory course there must be at least 12.5 hours of instruction for each unit of student credit. (Naturally the course will be structured so students must devote several hours out of class for each hour in class).

4. Special Topics Course Procedures
 - A. Need for Special Topics Course and appropriateness as a graduate offering established. (Department)
 - B. Ability and willingness to develop and offer course established. (Department & School)
 - C. Special Topics Course Approval and Documentation Form completed, signed and delivered to the Graduate Office.
 - D. Graduate Office checks for signatures and adequacy of syllabus for accreditation and either:
 - 1) Enters on Registration File
 - 2) Returns to Department
 - E. Form and syllabus filed in permanent file.

Approved by Graduate Council April 1985

Enclosed: Special Topics Course Approval and Documentation Form