

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

Department	Course Number	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 ACADEMIC DISCIPLINE'S ENDORSEMENT

The _____ Department (does) _____ (does not) _____ approve of this 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 OR COLLEGE ENDORSEMENT

This course is approved as a special topics offering.

Date

School/College Dean's Signature

SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES DOCUMENTATION

Date Received

Date Entered in file

SGPS Dean/Designee'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 SPECIAL TOPICS COURSE MAY ONLY BE OFFERED ONCE

SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES

SPECIAL TOPICS COURSE PROPOSAL

Proposal: To approve the establishment of a variable credit, special topics course number for each department and reserve the designation 599 for such offerings. This shall provide the department with the flexibility and ongoing authority to offer a special topics course subject pending approval by the department and School/College Dean's Office and upon receipt of proper documentation submitted electronically to the School of Graduate and Professional Studies.

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, a regional employer 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 College 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 emailed to the School of Graduate and Professional Studies via: GPSsubmit@southernct.edu.
 - D. Graduate Office checks for signatures and adequacy of syllabus for accreditation and either:
 - 1) Submits to the Registrar's Office for processing, **OR**,
 - 2) Returns to the department for revision.
 - E. The Special Topics form and syllabus are archived electronically.

Approved by Graduate Council April 2020

Enclosed: Special Topics Course Approval and Documentation Form