

Graduate Course Proposal Form: SPECIAL TOPICS (898, 899)

A Selected Reading or Special Topic Course is usually a reading course for one or a few graduate students focusing on areas for which there is no regular graduate course or for filling deficiencies in the research program, and must be pertinent to the candidates' goals. Students and professors in Selected Reading and Special Topic courses are expected to meet regularly for approximately 13 hours per credit unit. Permission is required in advance if Selected Reading and Special Topic courses do not terminate by the submission of a final grade at the end of the term(s) during which the course was offered. All Special Topics courses must appear in the students' Planner Block in Degree Works with the course title noted.

A Selected Reading or Special Topic Course **can only be taught twice**. For subsequent offerings, the course must be regularized using form GSR400 according to procedures outlined on the CGPS website.

Deadlines for submission of Requests:

- For Courses offered September to December **AUGUST 15**
- For Courses offered September to April **AUGUST 15**
- For Courses offered January to April **DECEMBER 1**
- For Courses offered May to August **APRIL 1**

ACADEMIC UNIT:

<p>CRN (Course Registration Number) <i>Must be included :</i></p>	<p>TITLE OF CLASS: (For class build use the exact title; do not list only "Special Topics" or "Reading Class"):</p>
<p>YEAR & TERM TO BE GIVEN:</p>	<p>NAME OF INSTRUCTOR:</p>

The following information must be submitted along with this form for the **FIRST OFFERING**:

FIRST OFFERING: _____

- | | |
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| <input type="checkbox"/> Course objectives need to be clearly stated | <input type="checkbox"/> Description of and Activities for Evaluation must be listed |
| <input type="checkbox"/> Course Outline (syllabus) with Reading List must be included | <input type="checkbox"/> Percentage of Total Mark for each evaluation listed |
| <input type="checkbox"/> If undergraduate lectures are included, also submit the Undergraduate Course Outline (Syllabus) and include information on what additional activities make this a graduate level course. | <input type="checkbox"/> Professor must be a member of the Graduate Faculty |
| | <input type="checkbox"/> Special Case, Western Deans', or SUGA student(s) - attach names and student numbers |
| | <input type="checkbox"/> Enrolment limit must be identified |

For the **SECOND OFFERING** of this course, submit only this form - Second offering: _____

A Selected Reading or Special Topic Course will conform to the academic requirements and standards of regular graduate courses, including the rules of *Student Appeals in Academic Matters* (see <http://www.usask.ca/sesd/colleges/faculty/appeals/>) and Academic Integrity and Student Conduct (see http://www.usask.ca/university_secretary/honesty/). Guidelines for Academic Honesty must be included in the Course Outline supplied to students.

(Signature of Department Head, Dean, or designate)

DATE: _____

(Please print name)

Contact information of the person responsible for building the course on SiRIUS: _____

The exact title of Special Topics courses needs to be added to each student's Program of Studies.
Contact Information of the person responsible for adding 898's to students' Programs of Study: