

Graduate Special Topics Instructions

Please review the following definitions before proceeding. This form is for the designation of Graduate Special Topics only. If the course does not meet the definition of a special topics course according to the definitions, do not send this form.

Definitions:

***Special Topics** normally address topics chosen from a broad range of topics within a discipline. Their topics vary widely from year-to-year. Students may repeat special topics courses for credit when the topics vary.*

***Selected Topics** courses normally address topics which fall within a narrow range of topics within a common theme indicated by the course title. Students may not repeat selected topics courses for credit.*

1. Fill out one form for each special topic. Save each topic as a separate document.
2. The calendar entry does not change. The topic will appear at <https://gradstudents.carleton.ca/special-topics/>
3. Special Topics offered three consecutive times should normally be reviewed to determine if a new course should be developed.
4. Send completed form to sandrabauer@cunet.carleton.ca
5. It is the responsibility of the proposing academic unit to ensure that cross-listing units also submit a special topics proposal form.
6. Courses that are dual-numbered with 4000-level courses (piggybacked) must have the approval of **both** appropriate faculty associate deans (line associate dean for 4000-level, FGPA associate dean for 5000).
7. For Banner procedures and timelines, refer to the Special Topics Processes memorandum from the Registrar's Office.

Reference:

<https://calendar.carleton.ca/glossary/#T-anchor> – Topics courses

PROGRAMS AND PLANNING COMMITTEE

PROPOSAL FOR GRADUATE SPECIAL TOPIC

PART A			
<u>Existing Course Description</u> Course title, credit value and course description as it appears in the Calendar. Include any existing cross-list and/or piggyback statements.			
<u>Proposed Topic</u> Topic title and description (45 words maximum).			
<u>Rationale</u> Why is this topic being offered?			
<u>Has this topic been offered previously?</u> If yes, indicate which terms and years.			
PART B			
<u>When is the topic to be offered?</u>		Summer 2023	Fall 2023
			Winter 2024
PART C			
<u>FGPA Associate Dean (or designate) approval</u>		<u>Date</u>	