

GENERAL POLICY

Special Topics Graduate Course 5099/5599

I. DEFINITION/PURPOSE

- 1) A special topics graduate course enables colleges and schools latitude in course offerings when confronted by special circumstances.
- 2) A special topics graduate course reflects a student's or faculty member's special interest in a topic that is not part of a department's regular graduate curriculum.
- 3) A special topics graduate course can be used as an independent study for a single student (**5599** designation) or a group of students (**5099** designation).
- 4) In addition, a special topics graduate course can be utilized to test new ventures or address a transition during a change in a graduate program's curriculum.

II. REQUIREMENTS

- 1) The Graduate Studies Council must approve a special topics graduate course during the semester prior to its being offered. No exceptions will be made.
- 2) A special topics course must be approved by the Graduate Studies Council each time that it is to be offered.
- 3) A special topics graduate course must use the course number 5099 or 5599 and the appropriate program rubric.
- 4) The instructor of record for a special topics graduate course must be have prior graduate faculty status at Fairmont State University (affirmed by the Graduate Studies Council) and must be the person who actually teaches the course.
- 5) Credit hours in special topics graduate courses may vary from one to six credit hours. For each credit hour, there must be the equivalent of fifteen contact hours of course experience.
- 6) A student enrolled in a special topics course must submit a graduate application as a non-degree seeking graduate student and an official college transcript on the first day of the course, and pay an application fee equal to 50 % of the regular graduate application fee, or be previously admitted to a graduate program. A non-degree seeking student is not required to take the GRE, the Miller Analogy Test or the GMAT or submit letters of support.
- 7) A student may use up to a maximum of six hours of special topics credit in a single program.
- 8) A student may request that a maximum of six hours of special topics courses count toward a particular master degree program. Approval is at the discretion of the dean of the academic unit in which the program resides and of the Vice President of Research and Graduate Studies.

III. THIRD-PARTY AGREEMENTS

- 1) Graduate special topics courses may result from a third-party agreement. If so, the agreement must specify whether the funding from the third party is designated for tuition reimbursement, thus resulting in reduced or waived tuition, or for cost recovery without a reduction in tuition and fees.
- 2) Graduate special topics courses where the tuition has been waived will have a special fee based upon the number of credit hour attached to the course.

IV. APPLICATION AND APPROVAL

- 1) The application for a graduate special topics course is available in the Office of Graduate Studies or online at www.fairmontstate.edu/graduatestudies/student_faculty_resources.asp
- 2) A formal request for approval must include a completed application form, a statement of purpose and need, a two-level course outline, student-learning objectives and a student-assessment plan.

**FAIRMONT STATE UNIVERSITY GRADUATE STUDIES
SPECIAL TOPICS COURSE 5099/5599 REQUEST FORM**

Course requested by: _____

Course Subject: _____ Course Title: _____ Term: _____

Course Number: (5099 Grant/Special Topics; 5599 Independent Study) _____ Section: _____ Credit Hours: _____

Course Description: _____

Date(s) to be offered: _____ Day(s): _____ Times(s): _____

Anticipated enrollment: _____ Maximum enrollment: _____

Location: _____ FSU Building, Room #: _____

Instructor: _____

Highest Degree Attained: (Please Attach Vitae) _____ Institution: _____

Instructor's place of employment: _____

Instructor's address: _____

Amount of Instructor's compensation: _____

Contract Arrangements (e.g., contracting agency, address, contact person(s), requested tuition reduction*, and payment method):

Additional Comments: _____

Required Attachments: Statement of purpose of need, two-level course outline, learning outcomes, and student assessment plan

Required Signatures

Department Chair: _____ Date: _____

College/School Dean: _____ Date: _____

* Vice-President for Research & Graduate Studies: _____ Date: _____

* Vice President for Administration & Fiscal Affairs: _____ Date: _____

Registrar: _____ Date: _____

(* Must receive prior approval for any reduction in graduate course tuition or fees.)

Please sign, make a file copy & forward original to the Office of Graduate Studies