

Students who wish to receive a degree in a field for which an approved graduate program does not currently exist may apply for special case admission. All other admission requirements remain applicable. The following is a guideline for academic units who wish to admit and support these students in their program of studies.

GENERAL REGULATIONS

1. Candidates for special case admissions should be excellent students as demonstrated by a weighted cumulative average of at least 75% over the last two years (60 credit units).
2. The proposed program must provide the names of a full Advisory Committee. The advisory committee must include at least one faculty member from a cognate department. *Curricula vitae* for those members of the proposed advisory committee who are not currently members of the Faculty of the College must be provided.
3. A two-page statement must be provided outlining the proposed research of scholarly work, the methodology to be used or developed and the significance of the work to be done. A case must be made that the proposed research is within the grasp of the student.
4. Special case programs must include a thesis as a major program requirement.
5. The Dean of the Academic College must have indicated that the necessary resources are either available or will be supplied by the College/Department budget.
6. Funding for the student must be in place and described in the program.
7. Unless special circumstances prevail, a maximum of three or four students at any one time may be admitted on a special case basis to a given department. The time required for completion of a special case program will be an important consideration with respect to admitting students.
8. The special case Master's or Ph.D. admission is reviewed and approved by the appropriate Master's or Ph.D. Committee of CGSR.
9. All special topic courses must be approved as part of the special case application. The Registrar's Office is advised of this approval so that registration can take place.

APPLICATION PROCEDURES

Application for a Special Case admission is made by the Department on behalf of the student. This application usually includes the following:

1. An application for admission to the College signed by the student and official transcripts of all University level studies.
2. A recommendation from the department on the application for admission (form GSR 102).
3. Three letters of recommendation from individuals who can attest to the student's scholarly ability.
4. A statement from the Dean with regard to item #5 above.
5. Completed applications for all special topic or reading courses associated with the program (Item #9 above).
6. A statement from the department which outlines the resources available to support the student's research and a comment on the support available to the student (Items #5 and #6 above).
7. A brief statement from the Department describing the topic or area of research (Item 3# above).
8. A recommendation for a Master's (form GSR 208) or Ph.D. (form GSR 207) Program of Studies. Be sure to specify any other requirements such as internships, performances, exhibitions, papers or seminars.
9. When one of the proposed members of the Advisory Committee is not a member of the Graduate Faculty of University academic community, the proposed member's cv and a written rationale as to why the person should be involved must be provided. Please note that this is a one-time exception for that person to serve on this committee only.
10. A proposed timetable for the completion of all requirements of the proposed program.