

**APPROVAL FORM
SPECIAL TOPICS COURSES**

NOTE: Course numbers 196-199, 296-299, 396-399, 496-499, 596-599 and 696-699 are reserved for assignment to special topic courses and must be approved by the Provost. Special topics courses are approved on a single offering basis only. Graduate courses are expected to have Graduate Dean approval.

I. Prefix and Course No. _____, credits (_____)

Course Title: _____

Brief catalog description: _____

II. Semester to be offered: _____

Maximum enrollment _____ Minimum enrollment _____

III. Attach complete course syllabus (refer to Policy Guide) and reference texts.

IV. How will this course be staffed, and how will the additional expense be handled? _____

V. Will this course involve additional operational or capital expenditures? _____

If yes, how will the additional expense be handled and how much will it be? _____

VI. A special topics course may not be offered more than twice. Has this course been previously offered as a special topics course? _____ If no, submit course catalog maintenance form. If yes, list all semesters offered. _____

VII. Has a similar course been previously offered as a special topics course? _____

If yes, indicate course number, title, and all semesters offered. _____

APPROVED: Chairperson _____ Date: _____

Department _____

Dean _____ Date: _____

College _____

Provost _____ Date: _____