

Special Topics Course: Intent to Schedule

Special topics courses provide an opportunity to offer a course on a trial basis, or in response to unique opportunities for faculty and resources. Special topics courses are intended to be offered only once prior to full governance approval. A special topics course may be offered in two consecutive semesters (Fall/Spring of one academic year, or Spring/Fall of consecutive academic years), as long as it is submitted for governance approval before the start of the second semester.

Special topics courses at the graduate level must be approved by the Dean of Graduate Studies before they will be issued a schedule number. Please submit this form, along with a syllabus, *two weeks before the schedule for the relevant semester is due to the collegiate dean's office.*

Semester _____ Will this course be offered
through Continuing Education _____

Program _____ Credits _____

Course _____

Prerequisites _____

Faculty _____

Day and time _____

Course Description:

A copy of the syllabus for the proposed course MUST accompany this form.

Graduate Program Director: _____ Date _____