COURSE TOPIC OFFERING FORM

Complete for Special Topics or Umbrella Courses

Special/Umbrella Topic Courses will not be listed in the course schedule unless a signed Topics Form has been submitted to the Office of the Registrar.

If class participation requires any expense beyond the standard tuition/fees a completed Request for Special Course Fee form; approved by the Provost must also be submitted.

TOPIC: __________________________________________

Topic for Course Schedule: limited to 30 characters (inc spaces):

Cross-listed/concurrent with: ___________________________ Credits: ______

Instructor name: ____________________________________

Instructional Method: ______ Traditional
                    ______ Hybrid/Blended: % F2F vs Online
                    ______ Online

Enrollment Cap: ______

Estimated Enrollment: ______

MEETING Times: ___________ M T W T F S

* Dates: __________________

* If not full term

Room Request (comuter lab, spec equip): __________________

Instructor Consent Required: YES NO NOTE: Catalog prerequisites, including consent, will be applied.

Special Prerequisites: ___________________________________

COURSE DESCRIPTION: Describe specific topic being covered this term.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Has topic been offered previously? ____ NO ____ Yes [Term(s)] *

* Special Topic courses (290/390/490/690) are reserved for courses offered on an occasional or experimental basis.

If topic is to be offered under more than one department the form must be signed by all Department Chairs or a separate form must be completed for each department. Submit this form and a syllabus to the Office of the Registrar.

Department Chair: __________________________ Date: ____________

Department Chair: __________________________ Date: ____________

DEAN: __________________________ Date: ____________

rev 9/6/2018