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: __________________

ATTACH ADDITIONAL PAGES WHERE NECESSARY