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