



# Graduate Special Topics Request Form

Forward to your college office

Attach the special topics course outline, objectives, text(s), readings and evaluation procedures.  
Departments must also submit an electronic syllabus to the college curriculum person.

### Special Topics Course Information

College: \_\_\_\_\_ Department: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved Graduate Faculty/Scholars: \_\_\_\_\_

Earliest semester course may be offered:  Fall  Spring  Summer Year: \_\_\_\_\_

Course Prefix	Number	Title	Credit Hours Ex.: 3(3,0)
		ST:	

30 Char. Abbreviation: **ST:** \_\_\_\_\_

Course Description (25 word limit):

Repeat for credit?  Indicate the total times this course may be used in the degree program. \_\_\_\_\_

Graded S/U?  Yes  No

If course is repeatable, explain what will remain the same and what will change when the course is repeated.

Prerequisite(s): \_\_\_\_\_

### Justification

Why is this course being offered?

Why is this course being offered as a special topic?

What is the source of students to enroll in this course? \_\_\_\_\_

What is the estimated annual enrollment? \_\_\_\_\_

Do you plan to request that this course become permanent?  Yes  No

Possible duplications and conflicts with other departments of colleges should be discussed with appropriate parties.

Please detail discussion you have had.

Notes:

---

**Approval Signatures**

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

College Academic Standards \_\_\_\_\_ Date \_\_\_\_\_

College Dean \_\_\_\_\_ Date \_\_\_\_\_

Graduate Council \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Research and  
Dean of the College of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_