

Dean (signature)

| ****This 1 | form | MUST | be t | yped.*** |
|------------|------|------|------|----------|
| | | | | |

| 1. Type of Course: | |
|---|---|
| 2. Subject: Course Number: | |
| 3. Full Title of Topic: | |
| 4. Short Title of Topic (maximum of 30 characters including spaces): | |
| 5. Prerequisites | |
| 6. Credit Hours: | |
| 7. Semester: Year: | |
| 8. Course Attribute (required for special topics sections that meet specific program requirement): _ | < Click for list of attributes |
| 9. Instructor's Name: | _ |
| 10. Course Description: | |
| | |
| | |
| Course Syllabus: <u>Attach to this form.</u> Syllabus required for first-time course titles, new instructor | s for course title, or substantial changes to course unde |
| listed title. Syllabus must conform to University requirements. | |
| | |
| Department Chair (signature) | Date |
| | |
| APPC or GASP Chair (signature) (Required only for new titles or substantial changes to course) | Date |
| | |

Note: After the third offering of the same topic, a department must either justify why the topic should be offered again or submit a proposal to make the topic into a regular course. This does not apply to literary genre and literary themes.

Date