



Special Topics Request Form

Date: **Semester:**

College/School: **Department:**

Special Topics Course:

Special Topics Course Number: **Special Topics Section Number:**

Special Topics Request Title (30-character limit, including spaces):

(Required: 1. First time offered must go through entire process (Department then Dean).
2. After initial setup all futures requests go directly to the registrar's office.

Number of times offered:

Note Justification:

Any individual Special Topics course taught three times within five years must be assigned a regular course number and submitted to the Texas Higher Education Coordinating Board (THECB) during the next annual update cycle in order to offer the course for future semesters.

<i>Department Head</i>	<i>Date</i>
<i>Dean</i>	<i>Date</i>
<i>Registrar's Office</i>	<i>Date</i>