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.

_________________________________________________________________________________________

Department Head  Date

Dean  Date

Registrar's Office  Date

Form as of 8/30/2018