



## Special Topics Request Form

Date:

College/School

Department

Special Topics Course:

Special Topics Course Number:

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

(Required: 1. First time offered must go through entire process (Department, Dean's then Academic Affairs).  
2. After initial setup all futures must 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>Sr. Vice President &amp; Provost for Academic Affairs</i> | <i>Date</i> |
| <i>Registrar's Office</i>                                    | <i>Date</i> |