

# Proposed Undergraduate Topics Course Offering

(Courses 1-299)  
(New numbers 0-4999)

Semester \_\_\_\_\_ Year \_\_\_\_\_

Curriculum of: \_\_\_\_\_

Course# \_\_\_\_\_ Section # \_\_\_\_\_ Cr Hrs \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Address: \_\_\_\_\_

Chair: \_\_\_\_\_ Address: \_\_\_\_\_

Attach a course outline, bibliography and other pertinent information. Include a statement of prerequisite if applicable.

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Topics Courses are intended for one-time special offerings, or as opportunities to experiment with a new course prior to seeking approval for it as a regular course. Please respond to items below

1. Is this course number established in the Course Catalog?  
YES \_\_\_\_\_ NO \_\_\_\_\_ Send in Course Proposal form for UGCC approval
2. Has this course been offered previously?  
YES \_\_\_\_ (Respond to a, b, c) NO \_\_\_\_ (Go on to item 3 and 4)
  - a. Indicate the semester(s) and year when the course was offered before:  
Fall \_\_\_\_\_ Winter \_\_\_\_\_ Summer \_\_\_\_\_
  - b. If yes, include justification for repeating this course as a Topics course rather than seeking regular course approval.
  - c. Is regular course approval in process? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Please identify departments that are likely to share an interest in the subject of the course:
4. Is this course cross-listed with any other courses? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list cross-listed courses \_\_\_\_\_

1<sup>st</sup> time offering  2<sup>nd</sup> time offering

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Departmental Chair Approval \_\_\_\_\_ Date \_\_\_\_\_

Divisional Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

Univ Curriculum Committee Approval \_\_\_\_\_ Date \_\_\_\_\_