

## Proposed Undergraduate Topics Course Offering

(New numbers 0-4999)

Semester                      Year

Subject Area of:

Course#                      Section #                      Cr Hrs

Course Title:

Instructor:    Address:

Chair:    Address:

Meeting Day/Time Preference:

Location Preference:

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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    Spring    Summer
  
  - b. If yes, include justification for repeating this course as a Topics course rather than seeking regular course approval. (Specific Topics title can only be offered a maximum of 2 semesters)
  
  - 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

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1<sup>st</sup> time offering

2<sup>nd</sup> time offering

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Departmental Chair Approval

Date

Divisional Dean Approval

Date