

GUIDE FOR PROPOSING A SPECIAL TOPIC COURSE

A Special Topic Course (aka Topic Course) is a course offered for credit on an experimental or trial basis. As a temporary course, it will not show up as required for any program.

Topic Course Information

1. A topic course may be offered only two times before it must be converted to a permanent course through the standard curricular review process or be discontinued.
 - a. The **first offering** is requested by submitting a **T-form** via [Curriculog](#).
 - b. To request a **second offering**, the Department Chair emails the Curriculum Specialist (Rebecca Romine) and confirms that the course content has not changed. The email serves as documentation of the second offering and allows Academic Programs to keep track of the topic offerings on the Topics Master Chart.
 - c. A **third offering** is requested via an email from the Department Chair to the Dean of Academic Programs. The Dean of AP will approve a third offering as an exception, and only if the proposer (or Department Chair) has submitted a C-form to convert the topic course to a permanent course.
2. A **topic container course** must already exist in PeopleSoft for the requesting department. If a container course does not exist, the department needs to request one by emailing the Curriculum Specialist (Rebecca Romine) in Academic Programs. For more information, see the [Instructions for Requesting a Topic Container Course](#).
 - a. We recommend that departments request two container courses, a lower division, and an upper division course (e.g, GEOG **190** & GEOG **390**). Topic courses use hyphenated numbers (e.g, GEOG 190-**1**, 190-**2**, 190-**3**, etc.).
3. If you do not know what **topic number** to use (e.g, 390-**12**), contact the Curriculum Specialist in Academic Programs (Rebecca Romine). Or you can refer to the **Topics Master Chart** on the [Academic Programs website](#) to look up last number issued:

Curriculum Process and Resources

- [Curriculum Tracking & Review](#)
- [Curriculum Resources and Guidelines](#)
- [Curriculum Process and Deadlines](#)
- [Course Syllabi Policy](#) , effective August 23, 2018
- [Inactive Courses List](#) 
- [Topics Chart Master List](#)  

482	Selected Topics in Finance (2)		
482-1	Personal Finance	Andreas Rauterkus	Spring 2019
482-2	Financial Modeling	Shawn Park	Fall 2026
		Next available number = 482-3	

- A topic course may also request **GE certification**. A GE form must also be submitted and approved by the GEC.
NOTE: GE certification does not carry over when a topic course is converted to a permanent course through the C Form approval process. A new GE form must be submitted with the C-Form.
- An upper division topic course may also request **Diversity & Equity certification**. A DE form must also be submitted and approved by the DECC.
NOTE: DE certification does not carry over when a topic course is converted to a permanent course through the C Form approval process. A new DE form must be submitted with the C-Form.
- A topic course may be **cross-listed** with a course from another department. Please refer to [How to Cross-list Courses](#) and contact Rebecca Romine for assistance.
- A topic course may be **dual-listed**. Please contact the Academic Programs Office for information.

Curriculum Submission Process (T-Form)

Special topic courses go through a simple approval process:

T-Form signed by originator → Chair → and College Associate Dean, then forwarded to Academic Programs for approval by the Dean of Academic Programs.

Fill out the T-Form in [Curriculum](#). The instructions on the form are clear and straightforward, with links to helpful guides. If you need assistance, do not hesitate to contact Academic Programs Curriculum Specialist, Rebecca Romine.

NOTES and TIPS:

- Add “ST: “ to both the long and abbreviated titles. (e.g., CHEM 493-2 - **ST:** Green Chemistry). This makes this topic course searchable in PeopleSoft queries.
- Refer to the [Guide for Writing Course Descriptions](#) to follow standard catalog language.
- A syllabus or a course outline is required to complete your submission. Refer to [TIPS for completing a course outline](#) or the [Syllabus Policy](#).
- To complete your submission and advance it to the Department Chair’s step:
 - “**Validate** and **Launch**” the proposal.
 - Click the “**Decisions**” button in the vertical toolbar on the right side of the screen, then
 - Click “**Approve**” then “**Make My Decision**”.