


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.

A. 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 (Criselda Yee) 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) also 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 (Criselda Yee) in Academic Programs. 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 (Criselda Yee). Or you can refer to the **Topics Master Chart** on the [Academic Programs website](#) to look up last number issued:

Curriculum Records and Forms

- [2018-19 Curriculum Review](#)
- [Curriculum Resources and Guidelines](#)
- [Curriculum Tracking & Review](#)
- [Curriculum Process and Deadlines](#)
- [Syllabus Policy, effective August 20, 2015](#)
- [Topics Chart Master List](#) 

Course Number	Topic Title	Originator	1 st Offering	2 nd Offering	3 rd Offering	Notes
HIST 300-16	Next available # 300-17	S. Deborah Kang	Fall 2019			

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

B. Curriculog Submission Process (T-Form)

Special topics courses go through a simple approval process:

T-Form signed by originator, Chair, and Dean, then forwarded to Academic Programs for approval by the AP Dean.

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

NOTES and TIPS:

1. 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.
2. Refer to the [Guide for Writing Course Descriptions](#) to follow standard catalog language.
3. A syllabus or a course outline is required to complete your submission. Refer to [TIPS for completing a course outline](#) or the [Syllabus Policy](#).
4. To complete your submission and advance it to the Department Chair’s step:
 - a. **“Validate and Launch”** the proposal.
 - b. Click the **“Decisions”** button in the vertical toolbar on the right side of the screen, then
 - c. Click **“Approve”** then **“Make My Decision”**.