

**SPECIAL-TOPICS COURSE-APPROVAL FORM**

Instructions: This form is to be completed, dated, signed, and submitted with the attachment indicated to propose a special-topics course to be offered by a visiting faculty member or on a trial basis – with the possibility, after delivery in this mode, of a subsequent proposal to make it a permanent offering. The course numbers 593 and 693 have been reserved for such temporary courses. The completed form with attachment is to be forwarded to the Office of The Graduate School, 102 Verhaegen Hall.

(Note: This form does NOT substitute for the Registrar’s course-approval form.)

Department/Program: \_\_\_\_\_

Course Identifier: \_\_\_\_\_ No. of Credit-Hours: \_\_\_\_\_

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

Instructor: \_\_\_\_\_ Academic Term: \_\_\_\_\_

Is the Instructor a member of the Graduate Faculty?  Yes  No

If “No,” is the Instructor approved for Graduate Instruction?  Yes  No

Insert a brief (50 words maximum) description of the course below.

Insert a listing of objectives of the course below.

*Attach a course-outline by topics to this form.*

Signed Approvals

Department Chairperson/  
Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Assoc Grad Sch Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to  Department/Program  Collegiate Dean Date: \_\_\_\_\_  
 University Registrar  Summer Sessions