



Term

\_\_\_\_\_

Date Requested

\_\_\_\_\_

# Request for Special Topics

\_\_\_\_\_  
Subject Code

\_\_\_\_\_  
Catalog Number

\_\_\_\_\_  
Section

\_\_\_\_\_  
Hours

\_\_\_\_\_  
Session

\_\_\_\_\_  
UACONnect Number\*  
\*Only use for existing classes

**Course Title:** \_\_\_\_\_  
(Topic title not to exceed 32 characters – including spaces)

\_\_\_\_\_  
Enrollment Cap

Mo Tu We Th Fr Sa Su  
Meeting Day(s)

\_\_\_\_\_  
Start Time \*\*

\_\_\_\_\_  
End Time

\_\_\_\_\_  
Lecture or Lab Space

\_\_\_\_\_  
Consent Type

\*\*Please refer to Official Class Times

\_\_\_\_\_  
Requested Instructor

\_\_\_\_\_  
Instructor ID

\_\_\_\_\_  
Role

\_\_\_\_\_  
Access

\_\_\_\_\_  
Requested Instructor

\_\_\_\_\_  
Instructor ID

\_\_\_\_\_  
Role

\_\_\_\_\_  
Access

**Credit Type:** \_\_\_\_\_  
UGRD / GRAD / Combined

**Cross Listed:**

\_\_\_\_\_  
Subject Code

\_\_\_\_\_  
Catalog Number

\_\_\_\_\_  
Section

\_\_\_\_\_  
Cap

\_\_\_\_\_  
Combined Cap

**Need / Justification for Adding this Course:**

\_\_\_\_\_  
Subject Code

\_\_\_\_\_  
Catalog Number

\_\_\_\_\_  
Section

\_\_\_\_\_  
Cap

\_\_\_\_\_

## Target Students / Potential Enrollment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Office Approval

\_\_\_\_\_  
Date

**If the requested topic has not been taught before, this form must be submitted with the course's outline to include a description, objectives, and a topical outline at least one semester prior to class instruction.**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Office Use Only

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_