

## Departmental Request: Special Topics 489/689 Course

**This form should be filled out with Adobe Acrobat and routed for digital signatures. Any questions may be directed to the Office of Records at [records@qatar.tamu.edu](mailto:records@qatar.tamu.edu).**

**Please attach a course syllabus to the form.\***

**Office of Records  
Engineering Bldg. 1st floor,  
Hallway 103**

**To:** **Office of Records** \_\_\_\_\_

I request approval of the following Special Topics course for the \_\_\_\_\_ term in the \_\_\_\_\_ (year)

Department of : \_\_\_\_\_ Course: \_\_\_\_\_

Title: Special Topics in \_\_\_\_\_

Please give a suggested 24 character abbreviation (including spaces): Subtitle Code \_\_\_\_\_ (for office use only)

SP TP \_\_\_\_\_

<b>Meeting Days:</b>	<b>Lecture:</b>	<b>Bldg:</b>	<b>Room:</b>
	Lab	<b>Bldg:</b>	<b>Room:</b>
Number of hours a week:	<b>Lecture:</b>	<b>Laboratory:</b>	<b>Credit:</b>

Description of course (no more than 50 words):

Prerequisite: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor UIN #: \_\_\_\_\_

Has this special topics course been taught before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how many times? \_\_\_\_\_

Indicate the number of students enrolled \_\_\_\_\_ and each academic period taught: \_\_\_\_\_

If a similar course is offered at the University, identify it by prefix and course number \_\_\_\_\_

If this course has been approved as a new course, give prefix and course number \_\_\_\_\_

*Should this course be considered for approval within any category of the University Core Curriculum?*

\_\_\_\_ Yes \_\_\_\_\_ No \*\*If yes, see below.

Additional comments (cross-listing, satisfactory/unsatisfactory, distance education, etc.):

Attach a syllabus that follows all minimum requirements; detailed information and templates can be found here: <https://facultysenate.tamu.edu/Quick-Links-Minimum-Syllabus-Requirements>.

\_\_\_\_\_  
*Program Chair* *Date*

\_\_\_\_\_  
*Associate Dean for Graduate Studies* *Date*

\_\_\_\_\_  
*Department Head* *Date*

\_\_\_\_\_  
*Office of Graduate Studies (for 689's only)* *Date*

To be included in the schedule of classes, this form must be submitted to the Office of Records for each term that a special topics course is to be taught. An approved copy of this form will be kept on file in the Office of Records. For graduate courses, an approved copy will also be sent to the Office of Graduate Studies.

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