

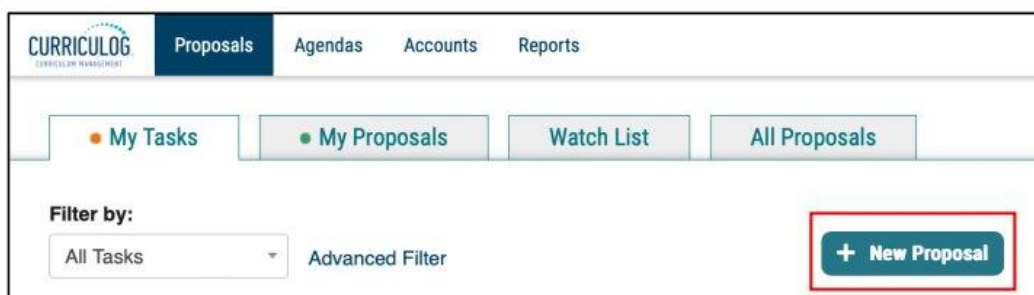


➤ Deadline For Submitting Special Topics Requests One Week Prior to First Day of Semester

1. Before launching a proposal, you must have the correct permissions. Navigate and complete the “[Curriculog for Originators](#)” training in Owl Train.
2. Once permissions are granted, navigate to [Curriculog](#), Click Login.



3. Launch and complete the Special Topics Proposal.
  - a. Select + New Proposal



4. On the Next screen, click the “others” tab.



5. Scroll to the bottom and select the check mark to begin.



6. The following institutional regulations apply to special topic courses. Additional departmental requirements may exist.
  - a. Content in the special topic course must not substantially overlap an existing course in the curriculum.
  - b. Special topics courses cannot be required in a degree, concentration, minor, or certificate program because of their temporary nature, but may be included in a list of electives for any program.
  - c. No course may be offered more than three times using a Special Topics course number and/or topic. If after being taught, the course can go through the curriculum process to be approved as a new course.
  - d. Note: Special Topics courses are temporary; they are not ongoing courses with variable topics. Variable topics courses offer different content in different semesters and have undergone curricular approval.