

Undergraduate Special Topics (ST) Proposals 2021/2022

Deadlines and Guidelines

- **2021-2022 Request for Undergraduate Special Topics** form in Curriculog is used for requests for Fall 2021, Spring 2022, Summer 2022 courses.
- **2021-2022 4000/6000 Request for Special Topics** form in Curriculog is used for requests for Fall 2021, Spring 2022, Summer 2022 courses. *This form is the only one needed for 4/6 course requests, it goes to both UG and Grad for approval.*
- **March 1 deadline** for ST course proposals for **Summer/Fall 2021**--for courses to be in Curriculog on both **2021-2022** forms. Proposals in by this deadline have best chance of appearing in the schedule viewed by students for Fall registration. August 1 = Final deadline for Fall 2021.
- **November 1 deadline** for ST course proposals for Spring 2022--courses in Curriculog on both **2021-2022 forms**. Proposals in by this deadline have best chance of appearing in the schedule viewed by students for Spring advising/registration. January 1 = Final deadline for Spring 2022.
- Reminder that courses offered as Special Topics (ST) will need different numbers if proposed as regular new courses in later semesters. For ST courses, consult your department UG ST course number ranges listed in the [UG Catalog](#) and in [Graduate Catalog](#) for 6000. If the department does not currently have ST course ranges, please contact Eunice Taylor at taylor65@memphis.edu, Registrar's Office.
- Course content (and title) may be offered up to three times in a three year period; beyond that the course must be proposed as a new course. If your area does not have a ST course number range, consult Eunice Taylor taylor65@memphis.edu, Registrar's Office.
- Note that course title for undergraduate ST courses will begin with ST.
- Syllabus must include:

- Course Prefix, Number, Course Title. If there is a question about new course numbers, consult with Eunice Taylor, taylor65@memphis.edu, Registrar's Office.
- Course Description (be sure to include pre-requisites)
- Required texts and or readings (in the rare case that no text or readings are required, please explain). Just noting "see **eCourseware**" or **TBA** is **not sufficient. Provision of text/reading is one important indication that course content, place in curriculum, and need for the course has been pre-determined**
- Course Learning Outcomes/Objectives
- Course Methodology (including how students will be evaluated, nature of course assignments, grading scale).
- Tentative Schedule including topics and content to be covered
- NOTE: If a course is a 4000 course with a 6000 cognate, you will need to be sure to note additional requirements/work/assignments for the 6000 level on the syllabus. Graduate School will not approve courses without this information.