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|  | New Topic Title Request Form |

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| Use this form to request a new topic title be added to the Course Catalog for a topics course. The topic title will display in the Schedule of Classes and on a student’s transcript. Typically, topic titles are added to the “99” course lines\* (199, 299, 399, 499, 599, 699, 799) or unit-specified topic courses (for example, PHI 325 – Topics in Logic).  *\*A specific topic may be offered under university courses lines 199, 299, 399, 499, and 599 no more than three times.*  **Following submission of this request, the academic unit will receive an email, including the Topic ID number.** This confirms that the topic exists as the Course Catalog level.Note: **This does *not* associate the topic with a specific class and term.** To associate the topic with a specific class and term, the academic unit will submit a request during the scheduling season (Coursedog) or via Coursedog Request. NOTE: A new topic will not be visible in Coursedog until the day *after* it is created.Once the topic has been associated with a specific class and term, the unit is responsible for adding the topic description to the *Notes* Page via Coursedog. Topic Descriptions should stay consistent, no matter for which term they are offered. Please keep this signed original document for your departmental/college records. This is your source when you need to retrieve the Topic Description. [LOUIE has no storage function for such descriptions.] Δ Email this form as an attachment to [registrar.scheduleofclasses@nau.edu](mailto:registrar.scheduleofclasses@nau.edu)  Please do not send directly from a scanner/copier, since we cannot send a reply to such machines. | | | | |
| **Effective Term Code:** | | **Organization (Department):** | | |
| **Course Subject Code:** | | **Catalog Number:** | | |
| **Current Course Title (as listed in the Course Catalog):** ­ | | | | |
| **Topic Title (30 character maximum, including spaces)** *To avoid a too-long title, use Microsoft Word, which has a character counter as part of its Review --> Word Count function:* | | | | |
| **Class Topic Description** *Please keep in mind that topic descriptions should be* ***concise****—not lengthy. The guideline is 2-4 sentences, or under 100 words, much like the Catalog's course descriptions. This keeps Notes manageable.* | | | | |
| Check the Course Catalog. **How many units does this course carry?**  \_\_\_\_ Fixed  \_\_\_\_ to \_\_\_\_ (Variable Range) | Does the Course Catalog allow this **Course** to be Repeated for Credit?  \_\_\_**Yes** \_\_\_**No** | | If the course is repeatable, do you want students to be allowed to take **this topic** more than once? \_\_\_**Yes** \_\_\_**No**  **How many times may the student take this topic?**  \_\_\_Once \_\_\_2 Times \_\_\_3 Times Other \_\_\_ | |
| **What is the Maximum number of units a student may earn for this topic? \_\_\_\_\_**  This number may not exceed the maximum number of units allowed for the course. | | | | |
| **Course Instructor(s):** | | | | |
| **Class Instruction Mode Code (P** for in-person**, BL** for blended**, O** for online, or **FR** Full Remote**):** | | | | |
| Authorized Unit Requestor’s Name, e.g., Scheduler/Chair: | | | | Requestor Title: |
| Department Chair Name: | | | | - - - |
| Department Chair Signature: | | | | Date: |

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