

SPECIAL TOPICS REQUEST FORM
Department of Registration and Records
1000 Harris Hall

To be completed when requesting the assignment of a title and suffix for a special topics course.

ENTERING COURSE INFORMATION

Please enter the special topics course information on CRS 006 for each section requested. Leave blank the suffix field and the Scheduling Office will assign a suffix and add it to the section entered on CRS 006.

ABBREVIATED TITLE

Please provide the abbreviated title for the special topics course. The abbreviated title is limited to 15 characters after the special topics prefix (i.e. *SP- 15 characters*).

GRADING METHOD CHANGE

If the instructor would like to offer a different grading method than what is approved for an undergraduate special topics course, please submit a Change of Grading Method Form to the Provost's Office for approval. All 500/700 level graduate courses are for grade only and 600/800 levels are for credit only.

Crs Prefix	Crs #	Crs suffix	Section Number	Time/Day	Abbreviated Title (15 characters)	Full Title (id purposes)
FL	295		001	950-1105 TH	SP-INTRO BENGAL II	

If the course was assigned a suffix in the past and you want to use the same suffix and the title already exists with that suffix, you may add the suffix to the course in CRS006. Special Topics courses of the same topic may only be offered twice before a Course Action Form must be completed to make it a permanent course.

NOTE: H, L, N, P, and Q may not be used as a suffix on special topics courses.

Once your course is added to the semester schedule, you can update the description at the following URL:
http://www.ncsu.edu/majors-careers/experi_courses/admin/course_mgmt_login.php