

# The University of Pittsburgh

## Special Topics Form

University Registrar Office Use Only

Course ID \_\_\_\_\_

Course Topic ID \_\_\_\_\_

1.  Add a New Topic  Delete a Topic  Change a Topic

2. SUBJECT \_\_\_\_\_ CATALOG NUMBER \_\_\_\_\_ EFFECTIVE TERM \* \_\_\_\_\_

3. SPECIAL TOPICS TITLE (30 Characters) \_\_\_\_\_

Academic Unit Representative/Preparer	Univ Ext	Dept/Div Chair/Academic Dean	Date	Dean/Campus President	Date
Preparer's Email Address					

<b>University Registrar Office Use Only</b>	<b>Entered By</b>	<b>Date</b>

\* Effective Term - the first term available (for Add or Change) or last term offered (for Delete)

### **INSTRUCTIONS:**

1. If the Special Topic is permanent or standard from term to term, submit this completed form to the Course Scheduling Office, G-2 Thackeray Hall.
2. If the Special Topic changes from term to term, complete the Class Section Update Form, using Line 6 for the Special Topic. Submit the form to the Course Scheduling Office, G-2 Thackeray Hall.