*Remove these instructions prior to submission. Paste the following template on department electronic letterhead. Save the completed file as a PDF.*

*The purpose of this memo is to inform EPC and/or GSC of (1) new selected topics courses for existing series and (2) previously offered experimental topics courses. Implementation is generally the semester that follows review by EPC/GSC (e.g., a proposal reviewed in Fall 2017 is effective in Spring 2018). Experimental topics courses can be offered up to 4 times in a 6-year period. Submit a separate memo to each committee. Note: 400-level courses available for graduate credit must be included on the GSC memo.*

**Date:** [insert date of submission]

**To:** [insert name of committee]

[insert name of committee chair], Chair

[insert name of executive secretary and recording secretary]

Associate Deans

**From:** [insert name of college associate dean]

**Subject:** [insert name of college] Previously Offered Experimental Topics and Selected Topics for [insert semester and year]

**Previously Offered Experimental Topics**

**[insert name of department]**

* [list all previously offered experimental topics, including the semester(s)/year(s) offered]

*Repeat for each department.*

**Selected Topics**

**[insert name of department]**

[subject abbreviation, course number and title of existing selected topics series]

Course: [subject abbreviation and course number for new selected topic]

Title: [long course title for new selected topic]

Short Title: [short course title for new selected topic, 20 character limit]

Description: [course description for new selected topic, including series requisites]

*Repeat for each department.*