**280/480 - SPECIAL TOPICS REQUEST**  
(First approval)  
Extended University, Office of Continuing Education

<table>
<thead>
<tr>
<th>Rubric/Course #</th>
<th>280 OR 480</th>
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(circle one)

Title ____________________________________________

Course Dates ______________________ Meeting Days & Times ________________________________

If course work is due after actual class dates, indicate due date ________________________________

Location _____________________________ No. of Credits ___________  □ Pass/Fail OR □ Graded

Method of Delivery:  □ Face-to-Face  □ Web-Based  □ Video Conference  □ Combination  
(please describe) _____________________________________________________________

Instructor ____________________________ MSU Faculty?  □ Yes  □ No (if no, please attach vita/resume and indicate an MSU faculty member who will serve as a liaison: ________________________________)

Instructor’s Soc. Sec. # ________________________________

Will course expenses be □ supported by student fees (self-supporting) OR □ fully sponsored?  
If sponsored, by whom (e.g., departmental funds, grant funds, etc.)? ________________________________

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**REQUIRED DOCUMENTATION FOR REVIEW OF 280/480 COURSES**

Please attach a separate sheet to this form with responses to the following questions.

**A. General Course Information**

1. Provide a description of the course explaining the need for the course, its goals, and its overall structure. This is the most important part of the application and should offer a good sense of what students will experience by taking this class.
2. Based on what types of student work (e.g., tests, papers, performance, etc.) will grades be determined?
3. Who or what group is this course particularly designed to serve?
4. List required texts or other required references.
5. What is the anticipated enrollment? Please state any enrollment cap and explain the reason for the cap.
B. Level of Offering
1. Has the course been offered previously under 280 or 480? If yes, explain why a permanent number is not being sought.
2. Prerequisite course(s) (Upper division courses are normally expected to have prerequisites. When listing multiple prerequisites, please be clear about whether the courses are all required (separated by "and") or if only one is required (separated by "or"):)
3. Co-requisite Courses:
4. If applying for upper division (480) status and there are no pre/co-requisites, please explain what makes this an upper division course.

C. Relationship to other Courses, Curricula, and Department
1. Do the topics in the proposed course duplicate or reiterate those in other courses in this or any other department? If so, how do the coverage and educational experiences differ and how is this duplication or reiteration justified. Also, what liaison (which is expected in cases of apparent overlap) has been conducted with other departments? Report reactions, both favorable and unfavorable.
2. Is the instructor a member of the regular faculty (i.e., tenured or tenure-line)? If no, please describe the instructor’s qualifications, attach a Vita, and provide a separate letter of support, signed by the department head (or appropriate unit director), addressing the instructor’s qualifications to teach this course.

D. Other Supporting Material
1. Include any additional information you feel is needed to support this request (e.g., course syllabus).

Please return this form with completed paperwork to Janine Hansen
Extended University, Office of Continuing Education,
204 Culbertson Hall, Bozeman, MT 59717-2200