MEMORANDUM of INTENT
Special Topics Course

RESPONSE DUE: (date)

Course should not be scheduled until the two-week advertising period has passed.

FROM: (name), Dean
       College of (name)

SUBJECT: Intent to Offer (course number), (full title)

Section number:
Semester and year offered:
Day(s)/Time(s) offered:
Units:
Component (e.g., lecture, discussion, activity):
C Class (code for above component):
Grade Basis (e.g., graded, credit/no credit):

Full Course Description:

This course may be used as an elective in the following program(s):

This course (will/will not) have GE status (in Area/Upper-Division Pathway).
This course (will/will not) have (US Diversity/Global Cultures) status.
This course (will/will not) have Writing Proficiency status in (major).
Instructional Materials Accessibility (ATI Compliance): Instructional Materials (e.g. syllabus, tests, course packs, etc) meet ATI requirements: _____ yes

The above information is required.

The Mode of Instruction for this course is (e.g., regular, web only, hybrid)
See EM 14-014 Appendix B for more information.