



## MEMORANDUM of INTENT Special Topics Course

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**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.