

# Process for GEP Special Topics Course Approval

Faculty has idea for course (first offering\*)

Submits Special Topic GEP form to [College Appointee]

approves

Submits to CUE

recommends approval

Reviewed by [Provost Designee]

approves for offering

Confirms that course is ready to be scheduled by > [OUCCAS]

Confirms course is scheduled and ready to be taught

\*To offer again, this process must be repeated. By the time of third offering, faculty should begin the process for permanent instatement in the catalog.