Process for Special Topics GEP (SPTP GEP) Offerings

Has your class been offered before?

- **No**
  - Deptartment/College
    - (Contact your college liaison for college process)
  - CUE
  - Class scheduled

- **Yes**
  - How many times?
    - **Once**
      - Have you made substantive changes to the class?
        - Yes
          - Special Topics GEP Form
        - No
          - Department Head (or) Designee
            - Repeat SPTP GEP Form
    - **Twice**
      - Permanent course action initiated
      - Associate Dean or Designee

(Class scheduled)