Requesting a New Topic Container Course

This document is designed to help facilitate the guidance in the Creation of Generic Topics Course Containers by Academic Programs Policy which authorizes Academic Programs to create special topic container courses on an as-needed basis.

To Request a New Topic Container Course:

1. The Department Chair must email the AP Curriculum Specialist, Rebecca Romine (rromine@csusm.edu), to request the creation of the container course. In the request, please include the following information:
    a. Topic Container Number:

    b. Generic Topic Title:

    c. Generic Topic Description (including repeatability):

    d. Unit Value: (*Variable or Fixed Unit Value)*

    e. CS Number: (*Note: You can set a different CS number for each special topic course as needed.)*

    f. **[Optional]** If you would like to add this topics container to the degree program **as an elective**, provide a marked-up program catalog copy indicating the appropriate location. Note: Academic Programs can only add the container to an existing list of degree ELECTIVES (not other degree requirements).*

    EXAMPLE RESPONSES TO A-F ABOVE:

    Topic Container Number: **KINE 190**

    Generic Topic Title: **Topics in Kinesiology**

    Generic Topic Description:
    Selected topics in Kinesiology.
    May be repeated for credit as topics change for a total of six (6) units.
    Students should check the class schedule for listing of actual topics.

    Unit Value: **Variable 1-4 units**

    CS Number: **02**

    Opt-out

2. Once the topic container course is created, it will be added to the Topic Master Chart and will be built in PeopleSoft. Once the container course is built, the Curriculum Analyst will send a confirmation email.

*Other types of degree changes will need to be made through the normal curricular process with a P2 form. If there is a question, Academic Programs will consult with the UCC chair to determine whether a specific program change can be implemented this way or will need to be done through the normal curricular change process

Notes:

- Item #3 (above) Please let us know if there is a limit to the number of topic courses a student can take, or you can limit how many units can apply to their major.
- You may request topic containers for lower division, upper division, and graduate level.
- Topic container courses are not scheduled; they serve to “house” all special topics under a common container (or parent) number.
- Topic container courses are not repeatable; however, proposers may indicate that an individual special topic is repeatable.
- Many departments reserve the lower catalog numbers in each grade level (100, 101, 300, 301, 500, 501, etc.) for introductory or foundational subjects. Below is a sample of LD topic container numbers from various departments:

Subj	Cat Nbr	Course ID	Description
DNCE	130	200596	TOPICS IN DANCE PRACTICE
HD	170	200526	TOPICS IN HUMAN DEVELOPMENT
MUSC	180	200588	TOPICS IN MUSIC
VPA	180	103870	TOPICS IN THE ARTS
VSAR	180	201370	TOPICS IN VISUAL ART/ART &TECH
WMST	180	103976	INTRO TOPIC WOMEN STUDIES
PE	182	103131	TOPICS IN PE:
GEOG	190	201810	TOPICS IN GEOGRAPHY