

Experimental Courses

Experimental courses are those that are offered on a trial basis, often prior to submitting the course for permanent status. Courses may be offered as experimental only once. Offering an experimental course more than once requires permission from the Graduate or Undergraduate Dean.

Procedure for Requesting an Experimental Course

1. Requests for experimental courses require that the completion of a New Course Proposal Form.
2. The form must be completely filled out (see for more information).
3. On the top right hand corner, write in EXPERIMENTAL and the semester and the year when the course will be offered (e.g., FALL 2008).
4. Once the requestor and the chair have signed the form, submit the original and 2 copies plus a copy of the syllabus to the Dean's Office.
5. We will assign a number and forward the form to the Registrar's Office and return one of the copies with a number assigned to the course.
6. Until the number has been added to the master catalog by the Registrar's, the course may not be added to the schedule. If the screens are open, then the course may be inputted by the department; if they are closed, then a request to add a course must be submitted, following the regular procedure.

Other Considerations

A department may offer no more than 3 experimental courses each semester.

If a department has previously submitted a request for an experimental course, please send a copy of that request to the Dean's Office so that we don't assign the same number to the new request.

If the department requests to offer an experimental course a second time, include a memo stating the reason for such a request. Unless a course has already begun the curricular process, it will probably not be approved. The memo should

state the reason for the request

include the University Curriculum Committee Bulletin number where the course appeared

be addressed in this manner:

For undergraduate courses:

TO: Rosa Jones, Vice President and Dean of Undergraduate Studies

VIA: Gisela Casines, Associate Dean

FROM: name of chair, name of department

For graduate courses:

TO: George Walker, Vice President and Dean of Graduate Studies

VIA: Gisela Casines, Associate Dean

FROM: name of chair, name of department

Timeliness of Submission

As it takes time for the paperwork to be processed, request should be turned in in a timely manner. For a course that is being offered for the first time, the paperwork should be turned in at least 2 weeks prior to the opening of the scheduling screens. If the request is to offer the course a second time, the request should arrive in the Dean's Office 4-6 weeks prior to the opening of the screens.

Because of the shortage of classroom space at the University, it is very important that course be keyed in at the appropriate time so that a classroom can be assigned. Therefore, submission of the paperwork to offer an experimental course should be done in a timely manner, as described above.