

Subject: Experimental and Topics Courses  
Policy Number: E50  
Date: April 25, 2003  
Reviewed: December 15, 2008

#### POLICY:

"Experimental" courses are numbered 463 and 563. "Topics" courses are numbered 463X and 563X. Experimental courses are courses which have not been previously offered in the School and which will be offered as a means of determining need and receptivity of students, or possibly as a one-time offering. "Experimental" courses can be offered during Maymester. "Topics" are courses that are aimed at a special limited audience. Graduate students may take the 500 level courses for credit if approved by their advisors.

#### PROCEDURE:

Both experimental and topics course should be submitted to the Curriculum Committee for review and determination that it is needed and does not conflict with or duplicate existing courses. Justification of the course and provision of necessary information to the Curriculum Committee is the responsibility of the proposer. Information given to the Committee should include:

1. Course title
2. Course description
3. Possible pre-requisites
4. Length and credit hours
5. Justification
6. Indication of whether this course replaces other courses in the curriculum
7. Anticipated audience
8. Resource implications for the course (library resources, supplies and equipment, computer time, etc.)
9. Whether the course relates to others in the curriculum and, if so, how it relates to other courses
10. Indication of why the course should be offered in the School
11. Whether the course is related to courses offered in any other unit of the University and, if so, how it relates to these courses.

If the Curriculum Committee approves the course, it will recommend this approval to the faculty and also recommend the maximum number of times the course may be offered as experimental or special course, the appropriate amount of credit, and the course title and description.

If the course has been approved by the faculty, the proposer must confer with the Undergraduate and Graduate Directors to appropriately schedule the course.