

Guidelines for Experimental Courses

1. A department/school must use x99, 199 or 299 for example, as the code for an experimental course, which is defined as any course that is to be offered no more than two (2) semesters.
2. The department/school must submit a copy of a New Course Proposal form for the temporary course signed by the Department Chairperson and the School Dean, to the Registrar's Office, Chairperson of the Curriculum Committee, and the Vice President for Academic Affairs' Office for information only. A formal proposal to the Curriculum Committee is not necessary. The department/school should also send a memo to the Registrar in the semester prior to the semester the course is to be offered to ensure the course is listed in the master schedule.
3. The department/school may choose to offer a temporary course for two (2) semesters. Before offering the course for a 3rd semester, the department/school must send the course proposal for review and approval, as outlined on the New Course Proposal form.
4. If a department/school were to introduce two temporary courses at the same level, the designations of A and B should be used. For example,

MATH 399A, Ordinary Differential Equations, Fall 2006

MATH 399B, Introduction to Advanced Calculus, Spring 2007