INSTRUCTIONS for Experimental Course Form [UCC Form No 5]

The experimental course guidelines provide a direct procedure for provisional course approval without review by the University Curriculum Council. The guidelines also allow the colleges to maintain their curriculum standards. The instructor of an experimental course should be a faculty member in the department offering the course. The course should reflect the discipline of the instructor and the department. Experimental courses count as electives and cannot be required.

Experimental course proposals should be received in your college office by the following deadlines: for courses to be offered in FALL QUARTER—to the college by February 1st; WINTER QUARTER courses—to the college by May 1st; SPRING QUARTER courses—to the college by October 1st; SUMMER QUARTER courses—to the college by November 1st. Prior to the second offering, send notification to your dean’s office, using the above deadlines.

An experimental course may be offered only *twice*. After two offerings, it will be removed from the MCF by the Registrar's Office. Courses will also be removed five years after they have been placed in the MCF, even if they have been taught only once. Courses may be offered for as many as five credit hours. Credit and contact hours should match for undergraduate courses.

See “Guidelines for Submission of New Course Proposals and Course Changes” for detailed instructions on how to complete experimental course proposal forms.

**Course Number**
Use the following number sequence: 169 for freshmen only; 269 for sophomores and upper-level students; 369 for juniors and seniors; 469 for seniors only; 569 for graduate students. A letter suffix should designate each course. Consult your department's MCF for the next letter to use. DO NOT use H, I, J, O, T or X.

**Course Information**
The following information must accompany the experimental course approval form. Please arrange the information using the following structure and numbers/letters.

1. **Purpose:** What is the purpose of this course and why it is being offered experimentally.

2. **Course Content** [Do NOT submit a syllabus in lieu of answering the questions]
   a. List major topics for each week of the course.
   b. List required texts and/or readings.
   c. If the course has a lab, indicate the type of lab activity. Computer work may be included as lab hours only if hours are scheduled and work is supervised.
   d. What elements (e.g., exams, discussion, lab assignments) will be used to determine students' grades? What % of the final grade will be assigned to each element?
   e. If the course is a double-listed undergraduate/graduate course, what qualitative and quantitative differences will be expected in the work of the graduate students as compared with the undergraduate students?
   f. Does this course need any new special equipment or supplies? If so, what and what is the cost of this new equipment? Indicate how your department/school plans to cover this additional cost. Has the college been notified?

3. **Relation to Other Courses**
   Does this experimental course duplicate or complement the material of another course on campus?

Attach to the experimental course proposal form a memo from the curricular chair of any department in related areas that indicates that the department has been consulted to determine if the proposed course is duplicative.
Course Standing Codes
U10 General Studies: Introductory and general education courses
U20 Technical: Courses in the technical portion of an associate degree program of technical education
U30 Baccalaureate: Courses at the baccalaureate level that serve primarily majors in that discipline
G40 Masters: Courses in the master’s level component of a graduate program (500 and 600 level)
G50 Doctoral: Courses in the doctoral level component of a graduate program (most 700 and all 800 level)
M60 Medical: Courses leading to a professional degree in medicine

Instruction Codes
1 Classroom: Lecture-Recitation
2 Seminar: Discussion
3 Lecture Seminar: Lecture and Discussion
4 Laboratory: Practice and Experimentation
5 Lecture-Laboratory: Lecture and Demonstration
6 Individual Study: Arranged Assignments
7 Outdoor Laboratory: Outdoor Assignments
8 Electronic Media Delivery

Grade Eligibility Codes
1 A-F (no PR or CR)
2 A-F, PR (no CR)
3 A-F or CR (no PR)
4 A-F or CR and PR
5 CR, PR, F
6 CR, F
7 CR, NC (OPIE courses only)

WP, WF, I, FN, FS apply to all grade eligibility codes (GEC).

In courses where GEC 3 or 4 is chosen, the instructor can choose either A-F or CREDIT but this choice will apply to all students in that section of the course.

The GEC for graduate courses is the prerogative of the department. The GEC for most undergraduate courses is 1. GEC 2, 4, and 5 may be used with the approval of the dean for courses where a project extends over more than one quarter. GEC 3,4,5, and 6 are to be used only by prior approval of the college curriculum committee. If the CR grade is used, it will be applied to the entire class and will be so announced by the instructor at the start of the course. For independent courses, the use of CR or letter grades will be negotiated by the instructor and the student.