**EXPERIMENTAL COURSE APPROVAL FORM**

(Submit 5 signed copies to College Curriculum Committee)

Department/School:      MCF Prefix:       Catalog No.:

Title:

Abbreviated Title (limit of 25 characters and spaces):

First Offering in Semester/Year:

Second Offering in Semester/Year:

Primary Course Component:       Primary Component Default Size:

Additional Course Component (optional):       Additional Component Default Size:

Additional Course Component (optional):       Additional Component Default Size:

Grade Eligibility Code:

Credit Hrs:       Primary Comp. Hrs. /Wk.:       Addl. Comp. Hrs./Wk:

Prerequisite(s) (limit of 100 characters and spaces; if none, indicate "None")

Undergraduate course:

Graduate course:

Majors set aside [Y/N]:  **%** included: 0% Major codes included:

Instructor(s):

Effective Date: Semester  Academic Year:

Brief Description of Course (equivalent to catalog copy):

|  |
| --- |
|  |

Recommended by Dept./School Curriculum Chair Date \_\_\_\_\_\_\_\_\_\_

Please **print** name of Dept/School Curriculum Chair and e-mail address:

Recommended by Dept. Chair/School Director Date \_\_\_\_\_\_\_\_\_\_

Please **print** name of Dept/School Chair/Director and e-mail address:

Recommended by College Curriculum Chair Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended by College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UCC Form 5: March 2012

**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 of the Course** [What is the purpose of this course and how does it strengthen the curriculum in this area?]

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**2. Course content**

a. List major topics for each WEEK of the course; also include assignments, as well as any examinations for that week of the course. [Please indicate any special aspects of the course, such as special assignments or field trips in the “Notes” box at the end of the table.]

|  |  |  |
| --- | --- | --- |
| Week | Topic(s) | Assignments/Exams |
| 1st |  |  |
| 2nd |  |  |
| 3rd |  |  |
| 4th |  |  |
| 5th |  |  |
| 6th |  |  |
| 7th |  |  |
| 8th |  |  |
| 9th |  |  |
| 10th |  |  |
| 11th |  |  |
| 12th |  |  |
| 13th |  |  |
| 14th |  |  |
| Finals |  |  |
| NOTES: | | |

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?

g. List the course outcomes/objectives.

**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.

**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 SEMESTER—to the college by February 15th ; SPRING SEMESTER courses—to the college by October 1st; SUMMER TERM courses—to the college by November 1st. Prior to additional offerings, send notification to your dean’s office, using the above deadlines.

An experimental course may be offered for a maximum of two years. After two years, it will be removed from the MCF by the Registrar's Office. Credit and contact hours should match for undergraduate courses.

**Course Number**

The experimental course should use the same course numbering guidelines as other courses; the suffix "X" should be attached to the course number to indicate that the course is experimental. See the course numbering guidelines at http://www.ohio.edu /q2s/upload/CourseNumberingGuidelines.pdf.

**Course Components**

Lecture Clinical

Tutorial Practicum

Seminar Field Experience/Internship

Laboratory Independent Study

Discussion Research

Recitation Thesis/Dissertation

Studio

**Grade Eligibility Codes**

1 A-F (no PR or CR) 4 A-F or CR and PR 7 CR, NC (OPIE courses only)

2 A-F, PR (no CR) 5 CR, PR, F

3 A-F or CR (no PR) 6 CR, F

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 semester. 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.

**Major Set-aside**

If an undergraduate course is to have a portion of the seats set aside for majors, provide a detailed explanation for this "majors set aside" limitation. Indicate how non-majors who might want this course will be accommodated by their percentage of the set aside, e.g. data on demand or substantiated predictions of demand. Be sure to use the complete code for the majors involved [i.e., BA4201, BS5533].

NOTES: The percent of seats available to majors may not exceed the percentage approved in any section, but it may be less than the percentage approved. It does not have to be used in an offering of a course. The maximum is 75%.