Subject: Experimental and Special Topics Courses

Policy Number: A3.50

Date: 5/7/96

Revised: 4/30/2009

POLICY
The numbers "529" and "797" will be used to designate experimental or special purpose courses. 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. Special purpose courses are courses, which are aimed at a special limited audience or are topical in nature.

PROCEDURE
A proposed experimental 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.

The proposer should provide the Committee with a complete syllabus that includes:

1. Course title
2. Course description
3. Possible pre-requisites
4. Length and credit hours
5. Justification, including the anticipated audience and indication of how this course relates to other courses in the SLIS or University curriculum
6. Course objectives
7. Course assignments
8. Grading scale

9. Course calendar, indicating topics to be covered

In addition, the proposer should indicate any resource implications for the course (library resources, supplies and equipment, computer time, etc.).

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. A special topics course must be approved by the Graduate School each semester it is offered. In general, the Graduate School does not approve a special topics course more than three times.

If the Curriculum Committee does not recommend approval, the Committee will present its negative recommendation to the faculty.

If the faculty has approved the course, the proposer must confer with the Director as to the actual scheduling of the course in a given semester. This decision involves budgetary and scheduling considerations.

If the proposed experimental course has been approved by the faculty and has been tentatively placed on the schedule of classes, then the course syllabus and Special Topics Course Approval Request (G-STCA) form must be sent to the Director of the Graduate School to be approved for and listed on the University schedule.