I.   PURPOSE

To define experimental and special topics courses and the processes associated with each.

II.   SCOPE

This administrative policy applies to all experimental and special topics course offerings.

III.   FUNCTIONAL DEFINITIONS & POLICY/PROCEDURE

A. Experimental Course Definition

Experimental courses cover content which may or may not be made a regular on-going part of the curriculum. (Example: a one-off course offered by visiting faculty). These shells are provided so that departments can try out new course material or pedagogy on a short-term, experimental basis before formally proposing a new course with a permanent number.

All subject matter areas have established a standard set of experimental course shells at each of the following course levels:

300X -	intended primarily for juniors
400X -	intended primarily for seniors
600X -	registration restricted to students who are classified as graduate students
750X -	registration restricted to students admitted to doctoral programs

Scheduling an Experimental Course:

Process to activate experimental course shell(s): complete and submit the Experimental Course Offering Request Form here. Once the request is approved, the course should be added via the existing scheduling process. Courses cannot be added after Census for the current term.

Title – begins with Exp: (the appropriate title should be inserted after the colon – example = "Exp: Baby Boomers")

A descriptive title must be included because these titles appear on student transcripts. The URO will notify the department if the proper naming convention is not used and will delete a course

section from the schedule until an appropriate title is provided. The title should be limited to six words or fewer* (30 characters) and should clearly reflect the content of the course. Care should be taken not to use technical terms that may not be clear to students or other non-specialists. The Registrar's Office may recommend changes in course titles.

*__Note:__ *Banner allows only 30 characters (including spaces) so be mindful of how your title may be abbreviated for the academic transcript and the schedule of courses.*

Credit Hours – will always be listed as variable credit (1-6). Students will select the appropriate credit structure during the registration process, or the departmental scheduler has the ability to set the credit hours during the course scheduling process.
Schedule Type – default option is LEC (lecture). Per System Office reporting, these classes require a legitimate meeting pattern/classroom. LEC cannot be used in lieu of the appropriate schedule type (i.e., internship, independent study, ensemble, etc.) Departments can request a different schedule type via the curriculum change management process (CIM system). This type of change is subject to the annual curriculum revision deadline. When the schedule type is changed via the CIM process, the update applies to all sections from the effective term forward. Online offerings – will need to complete the C-RAC process. This type of change allows for a term specific deadline.
Grade Mode – each experimental course shell will have standard grading.
Campus Code – can be G (Greensboro Main), S (off-campus location) or R (Nanoscience Building). Offering an experimental course online requires approval via the C-RAC process (see below).

*See Curriculum Guide for associated submission deadlines: http://curriculumguide.uncg.edu/

Characteristics of an Experimental Course:
- The content of the course is manifestly appropriate to the department or program offering it.
- Experimental course shells will appear in the University Catalog with a generic course description.
- Experimental course shells should be advertised by the department to ensure appropriate fill rates.
- Experimental courses are repeatable when the topic of study changes.
- Departments may offer no more than three undergraduate experimental courses, and two graduate experimental courses per semester.

Limitations of Experimental Courses:
- Experimental courses cannot be required in an undergraduate program (major, minor or pre-baccalaureate certificate), or a graduate program (major, concentration, or certificate) and cannot be included in program requirements, even as part of a list of course options. Experimental courses may be taken as an elective for a program where no specific elective requirements exist. As appropriate, experimental courses can be substituted for degree requirements via the Curriculum Modification Form (CMF) process.

- An experimental course can neither carry General Education/MAC Competency credit nor meet a CIC (Communicating Ideas in Context) requirement.
- An experimental course cannot be a pre-requisite for another course.
- An experimental course cannot be used as a study abroad course (all study abroad courses must go through the Study Abroad and Exchanges office).
- An experimental course cannot carry course restrictions (including written permission) and/or pre- or co-requisites, nor reserved seating.
- Experimental courses (same content/title) may be offered twice before a standard course must be approved through the curriculum committee review/approval process.

Approval Process:

- Complete and submit the Experimental Course Offering Request Form here.
- Departments will be notified when the request is approved. The course should be added via the existing scheduling process. Courses cannot be added after Census for the current term.
- Request for the following course changes must follow the CIM process (see http://curriculumguide.uncg.edu/)
  - After the course (same content/title) is offered twice, it cannot be offered as an experimental course again. Faculty should seek approval to add the content/title as a new course through the curriculum review process.
  - Offering an experimental course online requires approval via the C-RAC process.

B. Special Topics Course Definition

Special topics courses are an ever-changing menu of courses that address current/emerging issues, special interest, or specialized content not represented in the main curriculum. The topic associated with a Special Topics Course often changes from semester to semester.

Scheduling a Special Topics Course:

1. Title – begins with Tps: (the appropriate title should be inserted after the colon – example = "Tps: Baby Boomers in the Workplace")

A descriptive title must be included due to the fact that these titles appear on student transcripts. The URO will notify the department if the proper naming convention is not used and will delete a course section from the schedule until an appropriate title is provided. The title should be limited to six words or fewer* (30 characters) and should clearly reflect the content of the course. Care should be taken not to use technical terms that may not be clear to students or other non-specialists.

***Note:** Banner allows only 30 characters (including spaces) so be mindful of how your title may be abbreviated for the academic transcript and the schedule of courses.*

2. Credit Hours – listed as approved credit structure (fixed or variable)
3. Schedule Type – listed as approved schedule type
4. Online offerings – will need to complete the C-RAC process
5. Grade Mode – listed as approved grade mode (standard *or* P/NP).
6. Campus Code – can be O (online), G (Greensboro Main), S (off-campus location) or R (Nanoscience Building).
7. Cross-listing – must be approved and/or follow the cross-listing guidelines.

Characteristics of a Special Topics Course:

- A special topics course may carry General Education/MAC competency category core or marker credit.
- A special topics course may carry course restrictions (including written permission) and/or pre- or co-requisites.
- A Special Topics course cannot be required in an undergraduate degree or minor or for a graduate program (major, concentration, or certificate).
- A special topics course may be repeated for credit if approved as such during the course creation approval process. Repeat status must be specified (example: "May be repeated twice for credit" *or* "May be repeated for credit if the topic of study changes".

Approval Process:

- Creating a special topics course requires approval from the appropriate curriculum committee and must be initiated through the standard course proposal and curriculum procedures (CIM: http://curriculumguide.uncg.edu/)