



California University of Pennsylvania

POLICY: Experimental Courses

A. Purpose & Scope:

To describe the mechanism that allows departments and programs to offer courses on an experimental basis prior to completing the formal course approval process through the department, college councils, University Curriculum Committee, and the Provost

B. Definition(s):

C. Policy:

Following the formal approval process, each department and program shall establish special topic course titles and numbers for a lower division course (100-200), an upper division course (300-400), and, if applicable, a graduate course (500-700) for each discipline code within the department or program. On the Master Course File (course inventory), these courses will be listed as repeatable for credit to prevent automatic replacement of a grade on a student's transcripts in a repeated course. Such special topics courses should be distinct from courses used for independent study.

Faculty members, with approval of the department and/or department chair and the dean, may offer courses on topics or areas of study that have not been formally approved and are not included on the Master Course File. A particular topic may be offered twice in a two-year period under the special topics rubric. Prior to any subsequent offerings of this topic, a new course must be established through the formal approval process.

Special topics courses may not be used to satisfy General Education requirements without written permission of the student's advisor or department chair and the dean of the college of the student's major.

Students will not be allowed to receive credit for special topics courses through credit by examination, course challenges, or CLEP tests.

D. Procedure(s):

Colleges and departments must keep a record of all special topics course offerings and ensure that a particular course topic is not offered beyond two times without submitting the course for formal approval.

Special topics or experimental courses must adhere to minimum enrollment standards that are used in make/no-make decisions for courses in all semesters and terms.

Special topics courses may not be listed as specific requirements within a particular major or minor, but may be included under related or free elective categories of majors, concentrations, or minors within a student's plan of study.

Special topics courses are not available for individualized instruction

E. Effective date: 2005 Faculty Handbook

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