

Experimental Course Outline Proposal Approval Process

1. Experimental course outline deadlines are determined by the Vice Chancellor's Banner publication date currently in mid-November for the subsequent spring semester and mid-April for the subsequent fall semester.
2. Courses with numbers ending in 97 or 98 (for example, 97, 197, 98, 198, 297, 298) are reserved for experimental courses.
3. The proposer is encouraged to fill out all fields; however, only the following fields that are displayed in Banner are required to be filled out.
 - Basic Info:
 - 1.1 Subject Code
 - 1.2 Number
 - 1.3 Title
 - 1.4 Banner Title
 - General Information
 - 2.1 Catalog Description
 - 2.3 Display in Catalog (Set to No).
 - 2.4 Credit Options
 - 2.9 Review Date
 - Requisite Information
 - 3.1 Prerequisite
 - 3.2 Corequisites
 - 3.3 Recommend Course Preparation
 - 3.4 Other Recommend Course Preparation
 - Content
 - 4.2 Learning Outcomes
4. Note that current policy is that experimental courses must be converted and assigned a non-experimental number within two years by submitting a new course outline proposal in KSCM.
5. The proposer submits an outline for approval to the Division DC by choosing the proper Department in field 2.8.
6. The DC approves the outline, which sends it to the Curriculum Committee Chair.
7. The CC Chair approves the outline, which sends it to the Dean.
8. The Dean approves the outline, which sends it to the VC.
9. The VC's approval is the final step in the approval process.
10. Note however that the outline takes effect the subsequent semester if it completes the approval process by the VC's semester Banner publication deadlines.

The curriculum experimental outline proposal approval chain:

◆ DC => CC Chair => Dean => VC