Pilot Course Policy:
a mechanism for course approval during the summer period
(Undergraduate & Graduate Courses)

Date Proposed: March 18, 2012
Date Recommended by CAPC: March 29, 2012
Date Approved by Provost: April 10, 2012

Policy
Faculty, from time to time, may find it necessary to quickly seek approval for and offer a course that is not currently listed in the University Catalogs during the summer months (a period defined as the last day of the spring semester until the first day of the following fall semester). And, in those cases where they have identified that a Special Topics Course will not suffice, a Faculty member may propose to CAPC a pilot course not currently listed in the University's current course listing. Generally, CAPC will defer to the department in determining the relative value of offering students the opportunity to earn credit in a course with a transcriptable title rather than one that includes the words "Special Topics."

Only courses that are elective in nature (i.e., those not being proposed as major or minor requirements, nor those being proposed as general education courses), will be considered for pilot status. These courses may be traditional face-to-face, distance, and condensed format courses.

This policy is intended to provide Faculty with an expedited process for offering a course outside of the timelines and processes required of those being proposed for inclusion in the University Catalogs. In this way, pilot courses can be quickly approved and offered. Pilot courses will be considered by the CAPC Executive Committee who will either forward the proposal directly to the Provost for approval or, where a positive recommendation can not be granted, refer the proposal back to the faculty member with recommendations. In those cases where an agreement cannot be reached between the CAPC Executive Committee and the faculty member, the proposal will be required to seek approval under the normal processes during the regular academic year.

For the purposes of expediency, pilot courses submitted to the CAPC Executive Committee and recommended for approval will be forwarded to the Provost within 30 calendar days.

Criteria for Approval
Pilot courses will be subject to the same criteria as courses submitted through CAPC circulation.

Pilot Course Approval Period
Approved pilot courses may be offered only in the academic year for which they are approved, after which they may no longer be offered via the pilot course process. Pilot courses that are later submitted to CAPC for approval (as part of the University's regular offerings listed in the catalog), must include assessment data on student learning outcomes as part of that process.