Submitting an Experimental Course Proposal
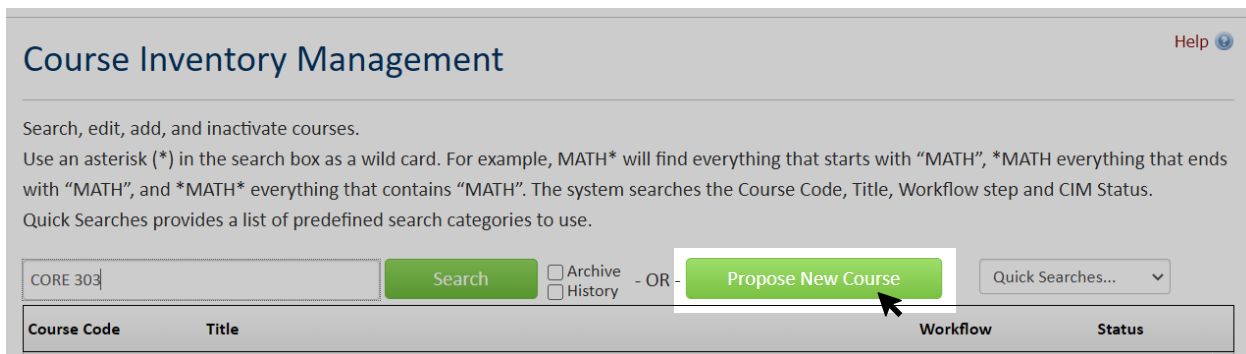
Please check the [Curriculum Resources and Forms](#) website to view Experimental course proposal deadlines.

These instructions are for proposing a new experimental course offering. If you have questions about experimental courses, please contact registrar@wheaton.edu. (Note that experimental courses are not listed in the catalog, are not eligible to meet Christ at the Core requirements, and may only be offered once, or twice with special permission.)

1. Go to https://nextcatalog.wheaton.edu/courseadmin/.
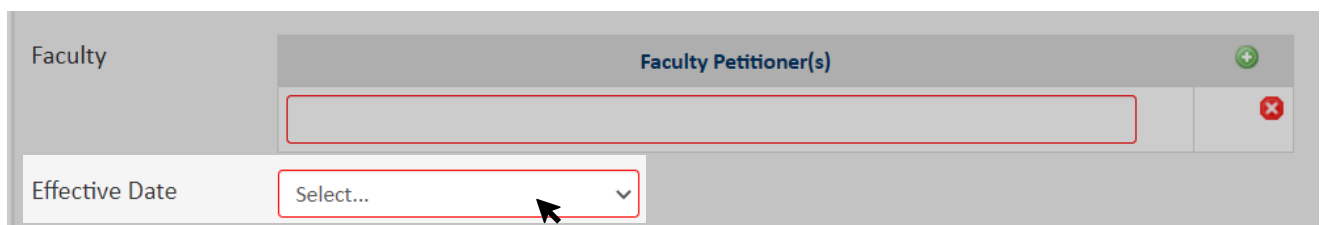
   Welcome to our new space for submitting and reviewing all curricular proposals, CIM! (It stands for "Course Inventory Management" and sounds like "Kim.") Please contact registrar@wheaton.edu if you have questions about using CIM for your course proposals.

2. Select "Propose New Course."

3. Begin work on your proposal. Some things to note:

   - Complete the form from top to bottom. This ensures that you will be asked to respond to the correct set of questions based on the choices you select.

   - Since experimental courses do not follow the regular proposal schedule, it's possible that you may not be able to select the correct semester in the "Effective Date" field. Feel free to select any effective date that is available; you will have the opportunity later in the form to specify which semester and year you plan to offer your experimental course.

- Select "Yes" for "Is this an experimental course?" (Note that experimental courses are usually assigned a course number ending in 0.)

Is this an experimental course?

○ Yes   ○ No

Departments which desire to teach a course that is not a part of the regular course listing in the catalog may request to teach the course once on an experimental basis. A request may be made to teach such a course a second time, but no more than twice. Experimental courses may not carry Christ at the Core Thematic tags.

- Although experimental courses are not included in the catalog, please provide a description in the "catalog description" field to be published in the course schedule the semester your course is offered.

- The blue question mark icons contain helpful information related to the questions they're near. Click on one if you are unsure how to answer a question. If you're still unsure after checking out the help bubble, feel free to email registrar@wheaton.edu.

- You can save your work and finish your proposal at another time

Cancel   Save Changes   Start Workflow

4. When you're finished, click "Start Workflow" to submit your proposal.

Cancel   Save Changes   Start Workflow

5. You're done! CIM will send your proposal to the correct people to sign off on it. You can always search for your course and see its progress.

Export to PDF
Export to Word
Shred Proposal

New Course Proposal

Add Comment

Date Submitted: 08/24/20 4:01 pm

Viewing: **AHS 200 : Experimental Course**

Last edit: 08/24/20 4:01 pm

Changes proposed by: Wheaton Admin (wheaton-admin)

In Workflow
1. AHS Chair
2. NTSC Dean
3. Registrar's Office
4. Banner

Faculty	Faculty Petitioner(s)
	Training demo

Be sure to keep an eye on your email for notifications about your proposal and any requested revisions. Notification will come from "Wheaton Curriculum" at wheaton@notify.courseleaf.com