

CourseLeaf Training Guide:

How to Propose a Special Topic or Experimental Course

NOTE: Please do not open multiple course or program forms at one time. Your work may not be able to be saved or submitted.

Before You Begin

- REMINDERS:
 - **You may offer the same special topic/experimental course only twice.** If you already have offered your course twice, in order to continue offering it you must use the [CourseLeaf New Permanent Course Form](#) to propose it as a permanent course.
 - **If you are offering a course for the second time, you must still complete a new Special Topic/Experimental Course Form, even if the course is exactly the same as before.** Please be sure to fill out a new form, rather than revising an existing one, because this is important for tracking how many times this topic has been proposed.
- Scroll down to the [Special Topic/Experimental Course Proposal Template](#) section below to review the fields that will be required when submitting your course proposal. We recommend using this template to prepare your answers ahead of time and solicit feedback.
- Create a syllabus to attach to the proposal. For assistance, see the instructions and resources on the Provost's [Syllabus Design website](#).
- Consult with your departmental colleagues and the Department Chair for their feedback on the proposal.
- Reach out to other departments to discuss potential overlap with existing courses.
- If this is an International Travel Course, contact the Cronin Center to get it approved.
- Consult the [Style Guide](#) to ensure that you are using Bentley's standards for entering information into CourseLeaf.

Governance & Timeline

Special topic or experimental course proposals are considered to be a Category IV governance change, and so the process of getting them approved generally takes only a few weeks. See the

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Updated: 10/15/2024

Questions? Contact Geneva Wright (gwright@bentley.edu) or Sarah Richardson (srichardson@bentley.edu) for assistance

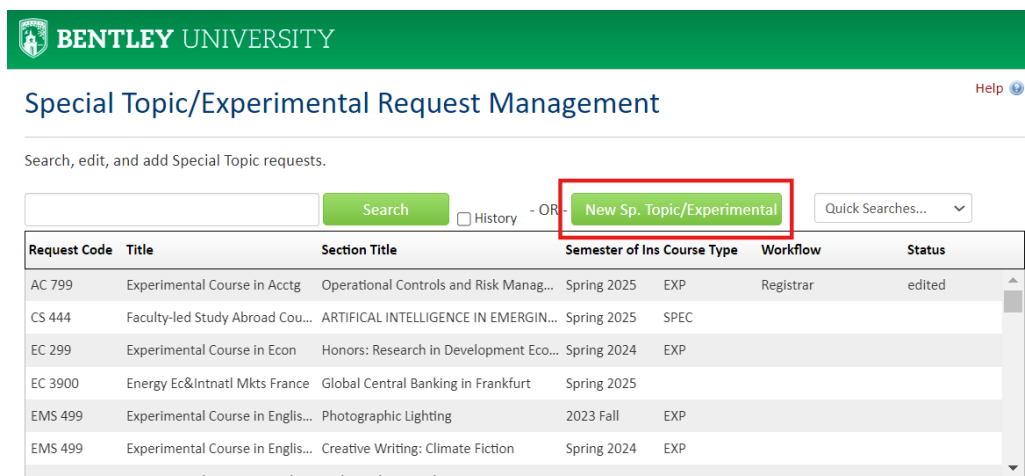
Registrar's [Catalogue and Curriculum Management](#) website for an explanation of each governance category.

Scheduling for Fall courses is finalized in March, while scheduling for Spring courses is finalized in October. Thus, keep in mind that for new courses to be available to students in an upcoming semester, approvals must be completed prior to those dates.

Note that the governance bodies (CPC, CIC, Faculty Senate, and General Faculty) do not meet over the summer (or other breaks). The sequencing of CPC, CIC, Senate, and General Faculty meetings can create bottlenecks, particularly if there are periods of high-volume business, and so some business may be delayed to future meetings. This could jeopardize the target dates for deployment of programs/courses. Faculty are advised to target an earlier approval date than needed to ensure a smooth and timely approval.

Submitting a Special Topic/Experimental Course Proposal

- **Open a new Special Topic/Experimental Course Form.**
 - Go to CourseLeaf Special Topic/Experimental Request Management (<https://nextcatalog.bentley.edu/specialtopicsadmin/>) and click the green “New Sp. Topic/Experimental” button. The Course Form will open in a pop-up window.



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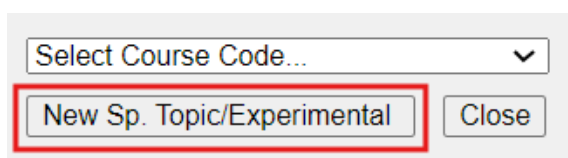
Special Topic/Experimental Request Management

Search, edit, and add Special Topic requests.

Search History - OR - **New Sp. Topic/Experimental** Quick Searches... ▾

Request Code	Title	Section Title	Semester of Ins	Course Type	Workflow	Status
AC 799	Experimental Course in Acctg	Operational Controls and Risk Manag...	Spring 2025	EXP	Registrar	edited
CS 444	Faculty-led Study Abroad Cou...	ARTIFICIAL INTELLIGENCE IN EMERGIN...	Spring 2025	SPEC		
EC 299	Experimental Course in Econ	Honors: Research in Development Eco...	Spring 2024	EXP		
EC 3900	Energy Ec&Intnatl Mkts France	Global Central Banking in Frankfurt	Spring 2025			
EMS 499	Experimental Course in Englis...	Photographic Lighting	2023 Fall	EXP		
EMS 499	Experimental Course in Englis...	Creative Writing: Climate Fiction	Spring 2024	EXP		
EMS 499	Experimental Course in Englis...	English Photography	Spring 2024	EXP		

- **Select the appropriate course code for your course, then click “New Sp. Topic/Experimental”.**
 - If you need help determining which course code to use, reach out to your Department Chair.



Select Course Code... ▾

New Sp. Topic/Experimental Close

- **Complete the required fields.**
 - Fill out each required field (outlined in red). If you are unsure about how to complete a particular field, consult the [Special Topic/ Experimental Course Proposal Template](#) below for guidance or contact the Registrar’s Office.
 - Note that the Subject Code and Course Number, Originating Department, College, and Course Type are all completed automatically.
 - See Special Notes below for tips on filling out certain fields.

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Special Topics / Experimental Request Management

Special Topic/Experimental Request

Editing: **EMS 499: Experimental Course in English and Media Studies**

Supporting Documentation

Attach a complete syllabus for the proposed course. [Attach Syllabus](#) Uploaded Files:
Files To Be Uploaded:

Information

Submitter's Name

Proposed Semester of Instruction

Subject Code EMS - English & Media Studies Course number 499

Originating Department English & Media Studies College Undergraduate

Course Type Experimental

This topic has been offered the following amount of times.

Course Title Experimental Course in English and Media Studies

Credits 3

Section Title

- **Special Notes:**
 - Attach a course syllabus by clicking the green “Attach Syllabus” button at the top of the form:

Supporting Documentation

Attach a complete syllabus for the proposed course. [Attach Syllabus](#) Uploaded Files:
Files To Be Uploaded: [Remove](#)

- When answering other Yes/No questions, selecting “Yes” may open additional fields to request more information:

Are you seeking approval for a Context and Perspectives theme for your experimental or special topics offering?

Yes No

Proposed Theme

Please try to keep it below 750 words. It could be considerably less.
2 learning outcomes are required for FA2 approval

Learning Outcome

Rationale

Assessment Method (e.g. test, paper, etc.)

- If you would like to designate more than one LSM subject, the green "+" button can be used to enter multiple LSM rationales:

LSM Rationale

Rationale		<input checked="" style="background-color: #90EE90; border: 2px solid red;" type="button" value="+"/>
<input type="text" value="This is the rationale for the first LSM designation."/>	<input type="text"/>	<input checked="" type="button" value="X"/>
<input type="text" value="This is the rationale for the second LSM designation."/>	<input type="text"/>	<input checked="" type="button" value="X"/>

- **When you have finished filling out the Course Form, save and start the workflow process.**
 - Click the green **“Save and Start Workflow”** at the bottom of the form. This will move your proposal along to the first step in the governance process.
 - NOTE: Certain workflows go to the Department Chair as the first step in the approval process. If you are a Department Chair submitting a course proposal, you may then be required to approve your own proposal before it moves on to the next step. See the [How to Approve a Proposal](#) training document for more information.
 - If you need to leave and finish your proposal later, you can click the white “Save Changes” button instead. However, do not forget to later come back and start the workflow, as your proposal will not enter the governance process until you have clicked the Start Workflow button.
 - NOTE: Once you have started workflow, the proposal will be sent to the first approver for review. If the approver decides to roll the proposal back to you, you will receive a notification email informing you that your changes have been returned. Any accompanying comments about why the proposal was rolled back will be visible on the program form and in the notification email.

Special Topic/Experimental Course Proposal Template

Submitter's Name:	
<i>This can be the faculty member who will be offering the course or the department chair or another person who is submitting this form on behalf of that faculty member.</i>	

Proposed Semester of Instruction:	
<i>This can be the semester following the semester this form is submitted.</i>	

This topic has been offered the following amount of times:	
<i>A special topic or experimental course can be offered a maximum of 2 times. After the course has been offered twice, it must be proposed as a new, permanent course.</i>	

Section Title:	
<i>This section title will be visible to students when registering for your course.</i>	

International Travel Course? (Y/N):	
<i>International travel courses must be approved by the Cronin Center.</i>	

Public Notes (Section Prerequisites/Corequisites, Approved Context and Perspective themes, and other data for students here):
Section Prerequisite/Corequisite Justification (if needed):

You have the option of designating specific courses, blocks of courses, or some other restriction as a pre-requisite, co-requisite, or exclusion. For example, a pre-requisite could include any course at the 200-level or above, a minimum number of credit hours completed, or enrollment in a specific major or minor.

Leave this section blank if there is nothing to record at this time.

Section description for public display:

This should be a brief paragraph describing the course to students. Keep this description to 200 words or less. If you are interested in seeking for this course to become permanent in the future, keep in mind that permanent course descriptions must remain unchanged unless approved by CIC. Thus, it is recommended that it be written broadly enough so that you can change course requirements, activities, and materials without needing to alter the description every semester.

Notes to Registrar:

This is not required, but if there are unique aspects of the course that the Registrar needs to know to implement the course, you can specify it here. For example, if the Pass/Fail option is not permitted for this course, the Notes would be the appropriate place to attach it to the course. Other examples of notes include whether this is a travel course, off campus, etc. Data here will not appear in Workday.

Rationale for experimental or special topics proposed course instead of a permanent course:

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Are you seeking approval for a Context and Perspectives theme for your experimental or special topics offering? (Y/N):	
Proposed Theme (if yes):	
Learning Outcome #1 (depends on Proposed Theme):	
Learning Outcome #1 Rationale:	
Learning Outcome #1 Assessment Method:	
Learning Outcome #2 (depends on Proposed Theme):	
Learning Outcome #2 Rationale:	
Learning Outcome #2 Assessment Method:	

Learning Outcome #3 (depends on Proposed Theme):
Learning Outcome #3 Rationale:
Learning Outcome #3 Assessment Method:

LSM Designations (select from list):	<input type="checkbox"/> American Studies <input type="checkbox"/> Diversity and Society <input type="checkbox"/> Earth, Environment and Global Sustainability <input type="checkbox"/> Ethics and Social Responsibility <input type="checkbox"/> Global Perspectives <input type="checkbox"/> Health and Industry <input type="checkbox"/> Media Arts and Society <input type="checkbox"/> Political Economy and Development <input type="checkbox"/> Quantitative Perspectives
LSM Rationale:	

Are there sufficient faculty resources to support this course? (Y/N):	
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What degree requirements will this offering meet?

Please be specific as to what requirement(s) within a major or minor or the core curriculum the course can meet. Please note: Context & Perspectives courses must be approved by the C&P Committee and the Associate Dean for Arts & Sciences.

Are there any additional costs to this course that students will have to pay? (course fees, travel fees, etc.) (Y/N):

Please explain (if yes):

Does this course require additional costs to Bentley beyond regular class expenditures (e.g., staffing)? (Y/N):

Please explain (if yes):