EASTERN ILLINOIS UNIVERSITY™

NEW/REVISED COURSE PROPOSAL FORMAT (Approved by
CAA on 9/30/21 and CGS on 11/16/21, Effective SP 2022)

Banner/Catalog Information (Coversheet)

1. ☐ New Course - or - ☐ Revision of Existing Course

2. Course Prefix and Number:

3. Short title:

4. Long title:

5. Hours per week: Class   Lab   Credit

6. Terms: ☐ Fall ☐ Spring ☐ Summer ☐ On demand

7. Initial term: ☐ Fall ☐ Spring ☐ Summer   Year:

8. Catalog course description:

9. Course attributes:

    General education component:

    ☐ Cultural diversity ☐ Honors ☐ Writing centered ☐ Writing intensive

    ☐ Writing active ☐ Department Capstone as Senior Seminar

10. Instructional delivery
    Type of Course:

    ☐ Lecture ☐ Lab ☐ Lecture/lab combined ☐ Independent study/research

    ☐ Internship ☐ Performance ☐ Practicum/clinical ☐ Other (Specify):

    Mode(s) of Delivery:

    ☐ Face to Face ☐ Online Synchronous ☐ Online Asynchronous ☐ Study Abroad

    ☐ Hybrid (Specify approximate amount of on-line and face-to-face instruction):

11. Course(s) to be deleted from the catalog once this course is approved:

12. Equivalent course(s):

    a. Are students allowed to take equivalent course(s) for credit? ☐ Yes ☐ No

13. Prerequisite(s):

    a. Can prerequisite(s) be taken concurrently? ☐ Yes ☐ No

    b. Minimum grade required for the prerequisite course(s)?

    c. Use Banner coding to enforce prerequisite course(s)? ☐ Yes ☐ No

    d. Who may waive prerequisite(s)?

        ☐ No One ☐ Chair ☐ Instructor ☐ Advisor ☐ Other (Specify):

14. Co-requisite(s):

15. Enrollment restrictions

    a. Degrees, colleges, majors, levels, classes which <u>may</u> take the course:

    b. Degrees, colleges, majors, levels, classes which may <u>not</u> take the course:

16. Repeat status: ☐ May not be repeated ☐ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor:

18. Grading methods: ☐ Standard ☐ CR/NC ☐ Audit ☐ ABC/NC

19. Special grading provisions:

    ☐ Grade for course will <u>not</u> count in a student's grade point average.

    ☐ Grade for course will <u>not</u> count in hours toward graduation.

    ☐ Grade for course will be removed from GPA if student already has credit for or is registered in:

    ☐ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in:

20. Additional costs to students:
    Supplemental materials or software:

    Course Fee ☐ No ☐ Yes (Explain):

21. Community college transfer:

    ☐ A community college course may be judged equivalent.

    ☐ A community college may <u>not</u> be judged equivalent.

    Note: Upper division credit (3000+) will <u>not</u> be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part 1)

1. ☐ Course is required for the major(s) of:

   ☐ Course is required for the minor(s) of:

   ☐ Course is required for the certificate program(s) of:

   ☐ Course is used as an elective

2. Rationale for proposal:

3. Justifications for (answer N/A if not applicable)

   <u>Similarity to other courses</u>:

Prerequisites:

Co-requisites:

Enrollment restrictions:

Writing active, intensive, centered:

4. General education assurances (answer N/A if not applicable)

    General education component:

    Curriculum:

    Instruction:

    Assessment:

5. Online/hybrid delivery justification and assurances (answer N/A if not applicable)

    Online or hybrid delivery justification:

    Instruction:

    Integrity:

    Interaction:

Model Syllabus (Part II)

Please include the following Information:

1. Course number and title:

2. Catalog description:

3. Learning objectives:

4. Course materials:

5. Weekly outline of content:

6. Assignments and evaluation, including weights for final course grade:

7. Grading scale:

Date approved by the department or school:
Date approved by the college curriculum committee:
Date approved by the Honors Council (if this is an honors course):
Date approved by CAA: CGS: