

Eastern Illinois University  
**COURSE PROPOSAL FORMAT**

CGS Agenda Item: 10-20  
Proposal Effective Date: Fall 2010

This format is to be used for all courses submitted to the Council on Academic Affairs and/or the Council on Graduate Studies.

**Gray boxes (except check boxes) will expand as you type in them.**

**Please check one:**      ☒ New course      ☐ Revised course

**PART I: CATALOG DESCRIPTION**

- 1. Course prefix and number, such as ART 1000:** CDS 5851
- 2. Title (may not exceed 30 characters, including spaces):** Non-credit Independent Study
- 3. Long title, if any (may not exceed 100 characters, including spaces):** Non-credit Independent Study
- 4. Class hours per week, lab hours per week, and credit [e.g., (3-0-3)]:** 0-0-0
- 5. Term(s) to be offered:** ☒ Fall      ☒ Spring      ☒ Summer      ☐ On demand
- 6. Initial term of offering:** ☒ Fall      ☐ Spring      ☐ Summer      ☐ Year 2010
- 7. Course description (not to exceed four lines):** The purpose of this course is to allow a graduate student to remain continuously enrolled as an auditor and access services required to complete the degree after completing all degree requirements except for completion of examinations or other non-course capstone requirements. Candidates in thesis options use non-credit thesis [5951]. Prerequisites: Candidate must retain degree seeking status and secure permission of the department chair or graduate coordinator.
- 8. Registration restrictions:**
  - a. Identify any equivalent courses** (e.g., cross-listed course, non-honors version of an honors course).

There are no equivalent courses.
  - b. Prerequisite(s)**, including required test scores, courses, grades in courses, and technical skills. Indicate whether any prerequisite course(s) MAY be taken concurrently with the proposed/revised course.

Candidates must retain degree status and secure permission of the department chair or graduate coordinator
  - c. Who can waive the prerequisite(s)?**

☐ No one      ☐ Chair      ☐ Instructor      ☐ Advisor      ☒ Other n/a
  - d. Co-requisites** (course(s) which MUST be taken concurrently with this one): n/a
  - e. Repeat status:**      ☐ Course may not be repeated.  
                                 ☒ Course may be repeated:

                                 until the program capstone is completed or the 6 year time limitation is reached.
  - f. Degree, college, major(s), level, or class** to which registration in the course is restricted, if any: All graduate degree programs with a non-thesis option



TO: Council on Graduate Studies

FROM: Robert M. Augustine, Dean

RE: Continuous Enrollment for Graduate Candidates in Non-thesis Options

DATE: March 10, 2010

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### 2006 Issue

In August of 2006 the Dean of the Library expressed concern that the Library received annual requests for access to library collections from EIU graduate students who were no longer enrolled, but who had not yet completed their thesis projects. In response to this concern, the Council on Graduate Studies approved CGS 06-41 *EIU 5951 Non-credit Thesis*. Later this course was amended so that the course prefix was equivalent to the appropriate program prefix for each graduate degree. When a chair or coordinator enrolls a candidate in this course, the course carries no credit and the student is not assessed any tuition or fees for enrollment; however, the student is recognized as an enrolled student and may continue to access library and technology resources critical to completion of the degree. The course descriptions appear below.

- 5951 ART [BIO, MBA, CMN, etc.] Non-credit Thesis. (0-0-0) The purpose of this course is to allow a graduate student to remain continuously enrolled as an auditor and access services required to complete the thesis after completing the maximum number of hours of credit for thesis [5950/5891], research [5900], and independent study [5990/5850] in a thesis option.
- 5891 CDS Non-credit Thesis. (0-0-0) The purpose of this course is to allow a graduate student to remain continuously enrolled as an auditor and access services required to complete the thesis after completing the maximum number of hours of credit for thesis [5950/5891], research [5900], and independent study [5990/5850] in a thesis option.
- Note: Because the Master of Science in Communication Disorders and Sciences uses a unique program of numbers, their course was passed as **CDS 5891** to align the number with the program's thesis (5890) number and independent study number (5850).

### 2010 Issue

Recently the Dean of the Library contacted the Graduate School to request that a course congruent to Non-credit Thesis be made available to graduate candidates who are enrolled in non-thesis degree options but require access to library and technology resources to complete required capstones such as comprehensive examinations, research projects, recitals, etc. As with some thesis candidates, these students may have exhausted all of their course enrollment options. Their ability to remain enrolled significantly increases the potential to complete the degree and allows these candidates to remain connected to the University. Below are the recommended course descriptions. A standard course proposal is attached.

- 5991 [ART, etc. See Complete Listing Below] Non-credit Independent Study. (0-0-0). The purpose of this course is to allow a graduate student to remain continuously enrolled as an auditor and access services required to complete the degree after completing all degree requirements except for completion of examinations or other non-course capstone requirements. Candidates in thesis options use non-credit thesis [5951]. Prerequisites: Candidate must retain degree seeking status and secure permission of the department chair or graduate coordinator.
- 5851 CDS Non-credit Independent Study. (0-0-0). The purpose of this course is to allow a graduate student to remain continuously enrolled as an auditor and access services required to complete the degree after completing all degree requirements except for completion of examinations or other non-course capstone requirements. Candidates in thesis options use non-credit thesis [5851]. Prerequisites: Candidate must retain degree seeking status and secure permission of the department chair or graduate coordinator.

#### Prefix List

- ART 5991 Non-credit Independent Study. (0-0-0)
- BIO 5991 Non-credit Independent Study. (0-0-0)
- MBA 5991 Non-credit Independent Study. (0-0-0)
- CHM 5991 Non-credit Independent Study. (0-0-0)
- \*CDS 5851 Non-credit Independent Study. (0-0-0)
- CMN 5991 Non-credit Independent Study. (0-0-0)
- CSD 5991 Non-credit Independent Study. (0-0-0)
- ECN 5991 Non-credit Independent Study. (0-0-0)
- EDA 5991 Non-credit Independent Study. (0-0-0)
- ELE 5991 Non-credit Independent Study. (0-0-0)
- ENG 5991 Non-credit Independent Study. (0-0-0)
- FCS 5991 Non-credit Independent Study. (0-0-0)
- HIS 5991 Non-credit Independent Study. (0-0-0)
- KSS 5991 Non-credit Independent Study. (0-0-0)
- MAT 5991 Non-credit Independent Study. (0-0-0)
- MUS 5991 Non-credit Independent Study. (0-0-0)
- PED 5991 Non-credit Independent Study. (0-0-0)
- PLS 5991 Non-credit Independent Study. (0-0-0)
- PSY 5991 Non-credit Independent Study. (0-0-0)
- SPE 5991 Non-credit Independent Study. (0-0-0)
- TEC 5991 Non-credit Independent Study. (0-0-0)

**g. Degree, college, major(s), level, or class** to be excluded from the course, if any: Non-degree graduate study.

**9. Special course attributes** [cultural diversity, general education (indicate component), honors, remedial, writing centered or writing intensive] n/a

**10. Grading methods** (check all that apply): ☐ Standard letter ☐ C/NC ☒ Audit ☐ ABC/NC (“Standard letter”—i.e., ABCDF—is assumed to be the default grading method unless the course description indicates otherwise.)

**11. Instructional delivery method:** other (This is a drop-down menu.)

## **PART TWO: ASSURANCE OF STUDENT LEARNING**

1. List the student learning objectives of this course:

a. If this is a general education course, indicate which objectives are designed to help students achieve one or more of the following goals of general education and university-wide assessment:  
n/a

b. If this is a graduate-level course, indicate which objectives are designed to help students achieve established goals for learning at the graduate level:

- **Advanced scholarship through research or creative activity**

2. Identify the assignments/activities the instructor will use to determine how well students attained the learning objectives:

Completion of the capstone project in order to complete the degree.

3. Explain how the instructor will determine students’ grades for the course: This course earns no credit. Students will be given an AU for auditing the course.

4. For technology-delivered and other nontraditional-delivered courses/sections, address the following:

n/a

5. For courses numbered 4750-4999, specify additional or more stringent requirements for students enrolling for graduate credit. These include:

n/a

6. If applicable, indicate whether this course is writing-active, writing-intensive, or writing-centered, and describe how the course satisfies the criteria for the type of writing course identified. (See Appendix \*.)

n/a

## **PART III: OUTLINE OF THE COURSE**

Provide a week-by-week outline of the course's content. Specify units of time (e.g., for a 3-0-3 course, 45 fifty-minute class periods over 15 weeks) for each major topic in the outline. Provide clear and sufficient details about content and procedures so that possible questions of overlap with other courses can be addressed. For technology-delivered or other nontraditional-delivered courses/sections, explain how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described above.

There is no course outline and there are no earned credits for the course. Students will independently work to complete the required capstone project.

#### **PART IV: PURPOSE AND NEED**

1. Explain the department's rationale for developing and proposing the course.

The purpose of this non-credit course is to allow a graduate student to remain continuously enrolled during the fall and spring terms until the approved capstone project is completed in order to retain access to library, technology, and related services required to support completion of the project.

2. Justify the level of the course and any course prerequisites, co-requisites, or registration restrictions.

This is a graduate level course and the number parallels the number used for Graduate Independent Study [5990]. The course holds the prefix each program so that it may be applied to all graduate degree programs.

3. If the course is similar to an existing course or courses, justify its development and offering.  
This course is similar to [5990] Independent Study except it is non-credit.

4. Impact on Program(s):

- a. For graduate programs, specify whether this course will be a core requirement for all candidates in a degree or certificate program or an approved elective.

This course is made available only to degree seeking graduate students in a non-thesis option who have exhausted their credit bearing courses for completion of a degree and require continued enrollment in order to access services required to complete the degree.

If the proposed course changes a major, minor, or certificate program in or outside of the department, you must submit a separate proposal requesting that change along with the course proposal. Provide a copy of the existing program in the current catalog with the requested changes noted.

#### **PART V: IMPLEMENTATION**

1. Faculty member(s) to whom the course may be assigned:

This is a non-credit bearing course. Faculty will not be assigned to the course.

2. Additional costs to students:

There are no additional costs to students.

3. Text and supplementary materials to be used (Include publication dates):

There are no supplementary materials.

## PART VI: COMMUNITY COLLEGE TRANSFER

If the proposed course is a 1000- or 2000-level course, state either, "A community college course may be judged equivalent to this course" OR "A community college course will not be judged equivalent to this course." A community college course will **not** be judged equivalent to a 3000- or 4000-level course but may be accepted as a substitute; however, upper-division credit will not be awarded.

N/A

## PART VII: APPROVALS

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 \_\_\_\_\_

\*In **writing-active courses**, frequent, brief writing activities and assignments are required. Such activities -- some of which are to be graded -- might include five-minute in-class writing assignments, journal keeping, lab reports, essay examinations, short papers, longer papers, or a variety of other writing-to-learn activities of the instructor's invention. Writing assignments and activities in writing-active courses are designed primarily to assist students in mastering course content, secondarily to strengthen students' writing skills. In **writing-intensive courses**, several writing assignments and writing activities are required. These assignments and activities, which are to be spread over the course of the semester, serve the dual purpose of strengthening writing skills and deepening understanding of course content. At least one writing assignment is to be revised by the student after it has been read and commented on by the instructor. In writing-intensive courses, students' writing should constitute no less than 35% of the final course grade. In **writing-centered courses** (English 1001G, English 1002G, and their honors equivalents), students learn the principles and the process of writing in all of its stages, from inception to completion. The quality of students' writing is the principal determinant of the course grade. The minimum writing requirement is 20 pages (5,000 words).

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