

Eastern Illinois University
DRAFT New/Revised Course Proposal Format

Agenda Item #11-132R
Effective Fall 2014
CAA Approved: 4/3/14
CGS: Pending

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

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 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 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 may take the course: _____

b. Degrees, colleges, majors, levels, classes which may not 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 not count in a student's grade point average.

___ Grade for course will not 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 if yes _____

21. Community college transfer:

___ A community college course may be judged equivalent.

___ A community college may not be judged equivalent.

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

Rationale, Justifications, and Assurances (Part I)

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)**
Similarity to other courses:
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 & 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.
8. Correlation of learning objectives to assignments and evaluation.

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: