

NCA Self Study
Criterion 4 Documents

Eastern Illinois University

Year 2014

Course Proposal and Revision Form
Revised Effective Fall 2014

Council on Academic Affairs

Eastern Illinois University
Revised Course Proposal Format Effective Fall 2014

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: