

## PART I. GUIDELINES FOR CURRICULUM PROPOSALS

### A. General Guidelines

#### 1. Deadlines

a. Courses. Curriculum proposals involving new courses and changes in courses at the 400 and 500 levels must be received by the Graduate School by the deadline specified on the Curriculum Deadlines Sheet to allow action and possible inclusion in the Graduate Catalog. It should be noted that the College Curriculum Committee will need to receive the proposals earlier in order to give them time to complete their action on the proposals prior to forwarding them to the Graduate School for review.

b. Programs (Degree Programs, Sequences, and Certificates). Proposals for new degree programs, sequences, and certificates should be received by the Graduate Curriculum Committee by the date specified on the Curriculum Deadlines Sheet in order to be given proper study within the University and still ensure that they will be included in the June report to the Illinois Board of Higher Education, should they be approved.

#### 2. Definitions

Several words carry special meanings when they occur in Graduate Curriculum Committee considerations. Among these terms are the following:

Concentration - A subdivision of a degree without specific requirements that is provided for advisement only. Concentrations are not designated on University transcripts. All informal curricular recommendations made by departments/schools (such as emphases, tracks, areas of study, specializations, etc.) should be entitled concentrations. Because concentrations are advisory only, have no required courses, and do not appear on University transcripts, no approval process is required.

Credit/No Credit Courses (CR/NC) - Certain courses (e. g., 393, 397, 429X, 493, 498) may be offered on a CR/NC basis. Departments/Schools must obtain approval in advance from the Graduate School. CR/NC courses are not computed in the GPA and do not count toward a degree program unless approved through the curricular process.

Cross-Listed Courses - An agreement between two or more departments/schools to offer the same course in each of their departments/schools. The departments/schools involved shall present to the Graduate School an operational definition of cross listing as jointly agreed for the course. Approval and termination of the cross-listing agreement is subject to the approval of the Graduate School.

Decimalized Courses - Topics courses, seminars and other more general courses are initially approved by the Graduate School following the procedures for new courses. The approval of new topics, which are decimalizations of the basic course, require only the

approval of the originating department chairperson/school director and the Graduate School.

Degree - A program which has specific requirements and number of credits, including a common core for all students seeking a particular degree. Degrees are approved through the curricular process through the Board of Higher Education. A graduate degree may be referred to as a major in the University system. Types of degrees and their specifications are identified in the Graduate School Bylaws, Regulations and Procedures.

Distance Education - Distance education, for the purposes of curriculum review and development, is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same location at the same time. Instruction may be synchronous or asynchronous. Distance education may employ such elements as correspondence study, or audio, video, or computer technologies (see the Distance Education Web site at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)). Field-based courses such as professional practice courses (398, 498, or 598) are not considered distance education.

Individuals who are preparing proposals for distance education courses should check the appropriate place for Distance Education on the *New Course and Course Revisions Cover Sheet*. When preparing a course proposal where the delivery format of the course is being revised from regular to distance education format (or vice-versa), check the appropriate place under "Revised Course" on the *New Course and Course Revisions Cover Sheet*. If the only revision to the course is in delivery format, the only signatures needed on the cover sheet before forwarding it to the Graduate School are those of the Department Chair/School Director and College Dean.

General Courses - Courses with a common course description and identified with a university-wide common number may be offered in each academic department/school. Examples are 400 Independent Study, 393 Workshop, and 499 Master's Thesis.

Graduate Certificate Program - Graduate-level certificates are graduate courses of study approved by an academic unit designed to provide professional development and career advancement opportunities, broaden career options, or enhance an individual's skills or education as part of the process of life-long learning. These certificates are not part of degree programs, although courses completed as part of a certificate curriculum could be used in meeting degree requirements, where appropriate. (See specific information under Section C, "Program Approval Components.")

Independent Study - Intensive study in a special area of the student's interest under the direction of a qualified member of the faculty. Each individual investigation is to culminate in a comprehensive written report and/or examination and/or artistic project.

Institute - Federal and state sponsored (or similar) short-term programs requiring treatment of subject matter of a special nature, often for special groups. Institutes are designated by the number 397 and must be approved by the Provost's Office prior to the Graduate School.

Integrated Bachelor's/Master's Degree - A program that allows students to complete an undergraduate and graduate degree in the same disciplinary area within a timeframe that may be less than the traditional bachelor's and master's programs. Both degrees are received simultaneously upon completion of all program requirements for both degrees. After approval by the College Curriculum Committee, the proposals proceed simultaneously through the University Curriculum Committee (undergraduate) and the Graduate Curriculum Committee (graduate).

Professional Practice - Professional Practice (498, 598) is a supervised work experience in local, state, national, and international businesses, agencies, institutions, and organizations. The experience is planned, administered, and supervised at the departmental/school level and coordinated through the Office of Professional Practice, located in the Career Center. If the site is in an educational agency or institution, the placement must be approved by the Office of Clinical Experiences and Certification Processes. Written objectives and modes of evaluation shall be approved by the faculty supervisor and department chairperson/school director prior to the beginning of the semester. In a degree program, Professional Practice 498 cannot constitute more than 20 percent of the hours applied for graduation. Professional Practice courses require the approval of the Graduate School.

Professional Practice is open only to graduate students who have completed considerable work in a degree program, who are in good academic standing, and who have demonstrated ability to profit from professional practice experience.

Seminar - A regular meeting of students under the guidance of a faculty member in which each conducts research and exchanges information, problems, and results through informal lectures, reports, and discussion.

Sequence - A subdivision of a degree in which there are specific requirements. Sequences of the same major generally share a common core within a major. Sequences are designated on University transcripts. New sequences require approval through the curricular process including the Academic Senate through the Provost. Sequences not judged to be reasonable and moderate extensions of present curricular authorizations may not be approved.

Temporary Courses - Courses serving a temporary need for a period of time not to exceed three years. Temporary courses often are used to experiment with a new curricular design, to take advantage of the skills of a faculty member who will be at the University for a limited period, or to respond to particular interests of students. Temporary courses are designated by the numbers 389, 489, and 589.

A 389, 489, or 589 course may be offered up to three times after the first offering within, but not beyond, a period of three years from the date of its first offering. After the three-year period, a 389, 489 or 589 course may be offered only if it has been approved as a permanent course. A 389 must receive approval from the Provost's Office before it can be forwarded to the Graduate School.

Workshop - Intensive and applied work on special problems in one or more subject areas. Workshop opportunities are provided on special problems not covered in any regular University course. Workshops are designated by the number 393, 493 or 429X. A graduate-level workshop differs from a regular course in that it offers not only a solid theoretical component but has a practical "hands-on" character and offers *intensive* work in a given area of knowledge. A workshop also differs from an '89 offering in that it is not experimental. Courses proposed for workshops should be designed for a specific clientele and intended to provide an updating of skills and knowledge needed by that clientele, and should offer a combination of material and/or approaches not ordinarily found in existing courses at the University.

Workshops may be offered for graduate credit at either the 300 or 400 level. Workshops for graduate credit at the 400 level may be either for graduate degree credit in the department/school offering the workshop or in another department/school (493) or not for graduate degree credit in any department/school (429X). These workshops are described as follows:

393 Workshop - Advanced workshop for juniors, seniors, and graduate students. Credit will be given by the department/school offering the workshop. Must be approved by the Provost's Office prior to the Graduate School.

493 Workshop - Intensive and applied workshop for graduate students. Designed as an opportunity for acquiring advanced knowledge and intended primarily for teachers and other in-service professionals. Credit will be given by the department/school offering the workshop.

429X Professional Development Workshop - Intensive and applied workshop for graduate students. Designed as an opportunity for updating skills and knowledge and intended primarily for teachers and other in-service professionals. Credit will be given by the department/school offering the workshop. **Not for credit toward a graduate degree program.**

### 3. Effective Dates for New Regular Offerings

Courses, as a rule, will become effective when approved by the Graduate School.

### 4. Course Levels Defined

300-399 Advanced undergraduate courses. Open to juniors, seniors, and graduate students. Where the course has been approved for inclusion in the Graduate Catalog, graduate students will ordinarily receive graduate credit. Courses at this level must be approved for undergraduate credit and cannot be restricted to graduate students.

Graduate students may receive graduate credit for 300-level courses only when the content and evaluation criteria used are appropriate to graduate-level education. The level of competence must be demonstrated through the

requirements and content of the course. Additional requirements, the application of more rigorous standards, or other acceptable means for the education of graduate students in 300-level courses should be instituted by the faculty and department/school offering the course. Graduate credit should not be awarded to students who have completed the same requirements or have been evaluated by the same standards as students enrolled for undergraduate credit. Graduate students who wish to complete undergraduate requirements should change their enrollment for that course from graduate to undergraduate credit.

The major department/school shall have the primary responsibility for deciding upon the acceptability of a particular course as a part of a student's graduate program and should be prepared to justify such a decision if necessary.

400-499 Graduate courses.

500-599 Courses limited to advanced graduate students in terminal degree programs such as the Ed.D., M.F.A., and Ph.D.

#### 5. Course Deletions Under Four-Year Rule

Regular graduate courses will be deleted from the Graduate Catalog if they are not offered with enrollment (i.e., if they do not appear in the official tenth-day report with enrollment) during the previous four years. In exceptional cases, a one-year delay of this action may be granted by the Graduate School. Courses at the 300 level that are deleted from the undergraduate catalog will also be deleted from the graduate catalog. Reinstatement of a deleted course should follow the procedure for new course proposals. Decimalized courses are deactivated rather than deleted.

#### 6. Course Deletions at Departmental/School Initiative

The process of approving a course deletion is the same as for approving a new course. That is, a proposal should be submitted and should include a rationale for the deletion. These proposals will be reviewed administratively by the Graduate School and reported to the Graduate Curriculum Committee and the Graduate Council. Courses at the 300 level that are approved for undergraduate deletion by the Provost's Office will be deleted at the graduate level as well.

#### 7. Materials Charge Request/Change

The Registrar's Office can be contacted for forms necessary for a materials charge request. Forms for materials charges or changes in materials charges must be forwarded to the Registrar's Office.