

### 3. 400- and 500-level Regular Courses

a. Preparing Course Proposals. Proposals for new and revised 400- and 500-level courses should follow the *Guidelines For Submitting New Course and Revised Course Proposals* and be attached to the *New Course and Course Revision Cover Sheet*. When deleting courses, the cover sheet is to be completed and a rationale for deletion attached, indicating the impact, if any, on other degree programs.

b. Proposal Requirements. All new 400- and 500-level courses and course revisions, e.g., changes in hours, requirements, or levels, must be submitted to the Graduate School. Before proposals are considered by the Graduate School, they must be signed by the Department/School Curriculum Committee Chairperson, Department Chairperson/School Director, College Curriculum Committee Chairperson, and the College Dean. Courses and programs involving certification or recognition by the Illinois State Board of Education must also pass the Council for Teacher Education.

c. Exceptions. The exceptions to the above procedures for 400- and 500-level courses are those approved by the Graduate Curriculum Committee for inclusion as regular offerings in Interdisciplinary Studies. In these instances, the Graduate Curriculum Committee acts as the College Curriculum Committee.

d. Circulation/Objections. The descriptions of 400- and 500-level course proposals are circulated by the Graduate School to all colleges, departments/schools, and members of Graduate Council prior to curricular review. Following this circulation, course proposals will be available in the Graduate School for a review period of two weeks.

Objections: When a course proposal receives objections because of overlap with other courses and programs, the proposal will be returned to the originating department/school. Proposals receiving objections other than for overlap may be returned, or the objection may be addressed by the Graduate Curriculum Committee. When proposals are returned, the originating department/school should contact the appropriate chairs, faculty, and/or deans within fifteen days and attempt to resolve the objections. If the issues can be resolved, the originating department/school should resubmit the proposal to the Graduate Curriculum Committee with an explanation. Letters acknowledging resolution of the problem from the departments/schools or graduate faculty that initiated the objection should accompany the resubmitted proposal. Unresolved issues may be forwarded by the originating department/school to the Graduate Curriculum Committee for resolution.

e. Review/Approval. Proposals to which no objections have been raised will be reviewed administratively, and approved proposals will be reported to the Graduate Curriculum Committee. When unresolved objections exist, the course proposals are reviewed by the Graduate Curriculum Committee.

Proposals needing revision will be returned to the department/school for reconsideration.

f. Notification of Actions. All actions taken by the Graduate Curriculum Committee will appear in Committee minutes. All approved course proposals will be reported to the Graduate Curriculum Committee and the Graduate Council and will be recorded in their distributed minutes.