

B. Course Approval Components

1. Curriculum Flowchart for Graduate Courses

2. Course Proposals for 300-Level Regular Offerings for Graduate Credit

a. Approval Process. All new courses, changes in course levels, or changes in course hours for 300-level courses must be approved by the Graduate School after being approved by the Provost's Office. Teacher education courses and programs must be approved by the Council for Teacher Education. Use the UCC *New Course and Course Revisions Cover Sheet* for 300-level courses.

b. Exceptions. There are two exceptions to the above 300-level course approval process: (1) For regular courses in Interdisciplinary Studies, the General Education Program (located in the College of Arts and Sciences) acts as the College Curriculum Committee, and (2) a request to add graduate credit to an existing 300-level course can be submitted directly to the Graduate School by the Department Chair/School Director, using the UCC *New Course and Course Revisions Cover Sheet*, checking the request for graduate credit, and attaching a rationale for graduate credit (described in item "d." below) and a syllabus.

c. Deadlines. The Graduate Curriculum Committee deadline for 300-level course proposals, to assure inclusion in the next Graduate Catalog, is noted on the Curriculum Deadlines sheet. Proposals to add graduate credit to existing 300-level courses should be submitted to the Graduate School by this date. Proposals not yet approved for undergraduate credit must first be reviewed in the Provost's Office, who will then forward the proposal to the Graduate School for review.

d. Preparing Course Proposals. Prepare proposals using the UCC Guidelines and the UCC *New Course and Course Revisions Cover Sheet* for 300-level courses and changes. Include a rationale for making graduate credit available to graduate students. Include in this rationale:

1) A statement of additional requirements expected of graduate students (e.g. writing assignments or research projects) or special procedures for evaluating work submitted by graduate students (e. g., different grading scale, different level of expectation for similar assignments), or other means appropriate to the discipline for differentiating graduate from undergraduate work. If such a differentiation of graduate and undergraduate credit is unnecessary or inappropriate, attach an explanation.

2) A statement of the role of the course in the curriculum (e.g., will it primarily serve degree students without undergraduate majors in the discipline, all degree students, students in other degree programs). Include a statement of any restrictions on who should or should not receive graduate credit (e. g., Must have graduate standing).

3) A statement summarizing the background required to successfully complete this course (e. g., prerequisites or prior work experience).

- 4) A bibliography (Note: The bibliography is a list of major books, journals, and other reference materials, used by the library to ensure that an adequate collection exists to support the course. It is not necessary to provide a reading list that includes individual journal article titles.)
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.

4. Temporary Courses/Selected Studies ('89s), Workshops ('93s, 429x), and Institutes ('97)

a. Approval Duration for '89s. Temporary/Selected Studies ('89) courses may be offered, after the first offering, up to three times in a period not to exceed three years after the first offering. For an '89 course to be offered again, the course must be approved as a regular number through the curricular process.

b. 300-Level Proposals. Proposed 389 (Selected Studies), 393 (Workshops), and 397 (Institutes) courses should first be submitted to the Provost's Office following the procedures for these courses specified in the Curriculum Guidelines for the University Curriculum Committee. The Provost's Office will forward course proposals requesting graduate credit to the Graduate School following the approval of the proposal for undergraduate credit.

c. 400/500-Level Proposals. Proposed 493 Workshops go through the regular curricular process and are to be submitted to the departmental/school and college curriculum committees. Proposed 489 (Selected Studies), 429X (Professional Development Workshops), and 589 (Selected Studies) courses must be signed by the Department Chair/School Director and submitted to the Graduate School. The specific procedures are as follows:

- 1) Contact the Graduate School (8-2583) to request a course number.
- 2) Complete the *Selected Studies or Workshop Cover Sheet* and attach a syllabus containing at least the following information:
 - a) Departmental/School title, course number, course title, semester hours credit, prerequisites.
 - b) Overview of the course, containing general aims and objectives (one or two paragraphs).
 - c) Specific goals that students will be expected to achieve.
 - d) Content outline (including topics and subtopics).
 - e) Required and optional readings.
 - f) Required and optional student tasks such as papers, projects, or community experiences.
 - g) Number and type of devices for evaluating student performance.
 - h) Rationale and requirements for graduate credit for the course.

- i) In addition to supplying the required information above, proposals for 493/429X Workshops should answer the following questions:
 - i. For what clientele is the workshop designed?
 - ii. What is the duration (in days or weeks) of the workshop?
 - iii. What is the ratio of contact hours of instruction to credit hours granted?
 - iv. How much and what types of reading and writing are required in the workshop?
 - v. How much and what types of out-of-class preparation are required in the workshop?
 - vi. What is the format or delivery system of the workshop?
 - vii. How does the course accommodate to the necessity for offering both theoretical content and practical "hands-on" experience to the students?
 - viii. What are the topics or subjects to be treated in the workshop?
- 3) For 4/589s and 429X, send syllabus and forms, with the Department Chair/School Director's signature, to the Graduate School for approval.
- 4) For 493 Workshops, the curricular process for regular courses will be used. Send forms and syllabus to the Department/School Curriculum Committee. After approval the DCC/SCC will forward to the College Curriculum Committee for approval and signatures.

Courses received in the Graduate School by the CCCs will be included on the circulation list of new course proposals and will be available for review in Hovey 309 during the two-week circulation period. Those 493 course proposals drawing objections because of overlap with other courses will be returned to the originating department/school. (See paragraph pertaining to objections under Part I, B.3.d.)

- 5) 4/589, 493/429X, and 397 for graduate credit course proposals will be reviewed administratively by the Graduate School and reported to the Graduate Curriculum Committee and the Graduate Council.

5. Professional Practice (498, 598)

All departments/schools that wish to offer Professional Practice must have a curriculum proposal approved by the Graduate School prior to use. The proposal should be consistent with the definition of Professional Practice and the procedures already established. They are as follows:

- a. A common course number, 498 or 598, will be assigned for professional practice. The preferred title for '98 courses is "Professional Practice" or "Professional Practice" followed by a descriptive title. Decimalization of 498 and 598 is permitted when a department/school has more than one valid fieldwork offering.
- b. Professional Practice is a supervised work experience in local, state, national, or international businesses, agencies, institutions, or 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 toward graduation.

c. 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. (The *Professional Practice Course Coversheet* can be found in the Attachments section of these Guidelines.)

6. Decimalized Courses

a. Topics courses and seminars are initially approved by the Graduate School following the procedures for new courses.

b. 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. The Graduate School (8-2583) should first be contacted to obtain a decimal number. A written request should then be sent to the Graduate School, accompanied by a content outline or course syllabus clearly explaining the new topic course and its direct relationship to the basic course.

7. Interdisciplinary Proposals

Interdisciplinary proposals must show the signatures of the departments/schools which are involved and have the approval of the College Deans and College Curriculum Committees of the colleges whose departments/schools are involved.

8. Exceptions

Exceptions to the above are those proposals generated directly from the Graduate School. In those cases the proposals must be approved by the Graduate School and have the approval of the Graduate Curriculum Committee and Graduate Council.