

**Eastern Illinois University**  
**New/Revised Course Proposal Format**  
**(Approved by CAA on 3/12/2026 and CGS on \_\_/\_\_/2026)**

**Banner/Catalog Information (Coversheet)**

1.  New Course or  Revision of Existing Course

2. Course prefix and number:

3. Short title (30 chars max):

4. Long title (100 chars max):

5. Hours per week:                      Class                      Lab                      Credit (see IGP 46.1 Credit Hour Policy at <https://www.eiu.edu/auditing/igp/46.1>)

6. Terms:     Fall     Spring     Summer     On demand

7. Initial term:  Fall     Spring     Summer    Year:                      (See "Dates Affecting Course Revisions" at <https://www.eiu.edu/eiucaa/>)

8. Catalog course description (including IAI code and WI or WC if applicable) (for the IAI code use this link <https://itransfer.org/submitters/searches/descriptorsearch.php>):

9. Course attributes:

General education component (see <https://www.eiu.edu/eiucaa/generaleducation.php>):

Cultural diversity     Honors     Writing centered     Writing intensive

Writing active     Department Capstone as Senior Seminar

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 Synchronous     Online Asynchronous     Study Abroad

Hybrid (some class time is online, and some is face-to-face) approx.                      % online &                      % face-to-face instruction

Hyflex (<https://www.eiu.edu/fdic/hyflexfaq.php>)

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: \_\_\_\_\_ or  all students may take the course

b. Degrees, colleges, majors, levels, classes which may not take the course: \_\_\_\_\_ or  no student is prohibited

**16. Repeat status** (see catalogue language on course repetition at [https://catalog.eiu.edu/content.php?catoid=48&navoid=2337&hl=repeat&returnto=search#repe\\_cour](https://catalog.eiu.edu/content.php?catoid=48&navoid=2337&hl=repeat&returnto=search#repe_cour)):

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:** \_\_\_\_\_ (“No limit” = this course can count multiple times toward the same degree/program)

**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 (see IGP 49 at <https://www.eiu.edu/auditing/igp/49>)

Course Fee  No  Yes Explain if yes (see IGP 125 at <https://www.eiu.edu/auditing/igp/125> and IGP 125.1 at <https://www.eiu.edu/auditing/igp/125.1>)

**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

(NOTE: adding a course to a program requires in addition a separate program revision proposal.)

### **2. Rationale for proposal:**

### **3. Justifications for (answer N/A if not applicable)**

Similarity to other courses (including evidence of prior discussion with appropriate chairpersons, deans, curriculum committees):

Prerequisites:

Co-requisites:

Enrollment restrictions:

Writing active, intensive, centered (see Writing Across the General Education Curriculum at <https://www.eiu.edu/eiucaa/GeneralEduc/Writing.pdf>):

Capstone as Senior Seminar (see Writing Across the General Education Curriculum at <https://www.eiu.edu/eiucaa/GeneralEduc/Writing.pdf>):

### **4. General education assurances (answer N/A if not applicable)** (see information and definitions at General Education at EIU <https://www.eiu.edu/eiucaa/generaleducation.php>)

General education component (see <https://www.eiu.edu/eiucaa/generaleducation.php>):

Curriculum:

Instruction:

Assessment:

### **5. Online/Hybrid delivery justification & assurances (answer N/A if not applicable)** (see Excellence in Online Instruction at <https://www.eiu.edu/fdic/eoi.php>)

Online/hybrid delivery justification:

Instruction (include assurances of appropriate instructor training in online pedagogy):

Integrity (describe how integrity of student work will be ensured):

Interaction (describe strategies to promote interaction, student-to-student and instructor-to-student):

**6. Hyflex delivery justification & assurances (answer N/A if not applicable)** (see EIU HyFlex FAQ at <https://www.eiu.edu/fdic/hyflexfaq.php>)

Hyflex/combined delivery justification:

Instruction (include assurances of appropriate instructor training in hyflex pedagogy):

Integrity (describe how integrity of student work will be ensured):

Interaction (describe strategies to promote interaction, student-to-student and instructor-to-student):

**7. Brief description of steps taken to make course accessible**

(<https://www.eiu.edu/fdic/accessibility.php>):

**Model Syllabus (Part II)** (see Instructional Design at Faculty Development and Innovation Center [https://www.eiu.edu/instructional\\_design/](https://www.eiu.edu/instructional_design/))

Please include the following information:

**1. Course number and title:**

**2. Catalog description:**

**3. Learning objectives** (connect course learning objective with learning goals and subgoals, see <https://www.eiu.edu/learninggoals/>):

**4. Course materials:**

**5. Weekly outline of content** (a regular semester consists of 15 weeks with a final exam in week 16):

**6. Assignments and evaluation, including weights for final course grade:**

**7. Grading scale:**

**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:**