Western Illinois University School of Graduate Studies
Request for a 400-G Level Course

| **College:** | **Date:** |
| --- | --- |

**Department:**

**Name of department chairperso**n:

**Previous action of departmental and college channels:**

### Approvals:

Department Curriculum
Committee (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_

Department Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

College Curriculum
Committee (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

UCEP (if Teacher Ed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Graduate Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Academic Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Course prefix, number, title and credit hours:**

**Abbreviated title of course (15 spaces maximum):**

**Catalog description:**

**Prerequisites:**

**Outline of the course:** (In addition to a listing of major subjects to be taught, a short bibliography should also be provided.)

| **Total class hours:** | **Total lab hours**: | (3 s.h. credit requires 37.5 class hours) |
| --- | --- | --- |

 **Course objectives:** (Course objectives should be written from a student outcome perspective and begin with a verb.)

**Comparison for students receiving “G” credit and students not receiving “G” credit:** (a) Compare course objectives and learning outcomes for both. (b) Describe qualitative and quantitative differences in required assignments, performance levels, grading standards, and unique learning experiences between a student receiving “G” credit and a student not receiving “G” credit, being sure to address pedagogical and practical justifications for those differences and to explain the appropriateness of designating the course as a graduate-level course for students receiving “G” credit. (c) Provide sample grading scales.

**Relation of course to your discipline:** (a) How do the topics addressed reflect major substantive or methodological issues in your field? (b) How will mastery of material in this course help students to function competently in your field?

**Justification of course:** (a) Students’ needs to be served, (b) Relationship to existing courses within the department (some statement should accompany each proposal explaining the level at which the course is to be taught and some explanation as to how the course relates to the existing program of the department). (c) Relationship to courses in other departments (Since other courses in the University may investigate topics dealt with in the proposed course, indicate which existing courses, if any, the proposed course may seem to complement. Attention must be given to those features of the proposal which represent a treatment of the subject specific to your department. The results of conferences with other departments should also be included.)

**Enrollment:** (a) Would this course have sufficient enrollment to be viable as a stand-alone undergraduate course? (b) Would this course have sufficient enrollment to be viable as a stand-alone graduate course?

**Frequency of offering:**

**Redistribution of teaching load:** (Indicate whether the inclusion of this new course in your department’s curriculum will necessitate the hiring of new faculty or if it can be taught by existing staff. In the latter case, indicate how a teaching load is to be redistributed to accommodate the new offering.)

**Equipment requirements:** (Indicate any special equipment that will be necessary to permit effective teaching of the course. Indicate whether the equipment is available or must be purchased.)

**Special space requirements:** (Indicate any special space requirements such as laboratories, clinics, or other special facilities needed to permit effective teaching of the course. Indicate whether these are available.)

**Library resources:** (If not reflected in the bibliography, indicate journals or other library resources needed to permit effective teaching of the course. Indicate whether these library resources are available or must be purchased.)

**Requested date of first offering:**

Western Illinois University School of Graduate Studies1 University Circle, Macomb, IL 61455-1390, Phone (309) 298-1806
Email: Grad-Office@wiu.edu

10-27-23