

## Undergraduate or Graduate Catalog Changes

The CLAS Curricular Dean is Bill Minor (753-1066). His secretary is Betty Lipscomb (753-7959). Please feel free to call them any time you have a question. The first Thursday in October is the deadline for submission to the Dean's Office of proposals for inclusion in the following year's Undergraduate Catalog. The first Thursday in February is the Graduate Catalog deadline.

For all submissions turn in 12 copies and an electronic copy (either floppy disk or e-mail attachment) preferably in Word Perfect format. The exception is General Education submissions and resubmissions which need 24 hard copies and no electronic copy. For any change involving general education, put [GEC] in the left margin; for teacher certification put [CITC] in the left margin. Put an asterisk before the course number for any change to a 400-level course which also appears in the graduate catalog. Two or three sentences in the rationale are enough to tell the Curriculum Committees why the changes are being made.

The on-line version of the Academic Policies and Procedures Manual is the most current version. Section III. Curricular Policies and Procedures (<http://www3.niu.edu/provost2/facpers/appm/toc.htm#curr>) contains helpful discussions and guidelines on curricular submissions. There is a list of the sections and appendices attached here. The appendices are checklists and forms for the less common but more fundamental program changes.

The four most common types of changes are shown below:

### (1) Course Deletions

The course description does not need to be shown. Here is an example.

Course Deletion                      Page 185, 2003-04 Undergraduate Catalog;  
Page 172, 2003-04 Graduate Catalog

\*474. ADVANCED BIOCHEMICAL TECHNIQUES (3).

Rationale: Due to low student demand and the need for faculty to cover required courses in the major as well as service courses, this course has not been taught for at least eight (8) years.

### (2) New Courses

There are two college forms to use as a guide for new courses: Proposal for New Course Offerings (use as a cover sheet) and Verification of Non-Duplication of Course Content. They are shown at the end of this section. In addition, here is an example of a new course submission showing the format for the Curriculum Committee minutes. Call Betty (3-7959) if you do not have your CIP code. If a course is to be crosslisted, both courses must be submitted simultaneously, each by its respective department.

New Course                              Page 212, 2002-03 Undergraduate Catalog  
[Under Asian Languages]

CIP Code:      16.99

FLCH 311. ADVANCED CHINESE CONVERSATION (3). Intensive practical

training in conversational skills to achieve fluency of expression. PRQ: FLCH 202 or equivalent.

Rationale: This course will be offered to help post-second year students continue to build strong speaking strategies in a variety of specific situations one ordinarily encounters in China. This course would make an excellent addition to the electives in the Interdisciplinary Minor in Chinese/Japanese Studies.

### (3) Course Revisions

Any change to the title or description of an existing course should use strike-outs to show what is being dropped and highlights to show what is being added. Here is an example.

#### Course revision

Page 244, 2003-04 Undergraduate Catalog.  
Change in course description and prerequisites.

367. WAVES AND VIBRATIONS (3). ~~behavior of oscillating systems, topics include~~  
~~Free and forced vibrations, coupled oscillators, mathematical description of~~ **properties of**  
~~waves, reflection, diffraction and interference. Applications to mechanical systems,~~  
~~sound and light. PRQ: PHYS 251A or PHYS 252 or PHYS 263 or PHYS 243~~ **CRQ:**  
~~PHYS 251A or PHYS 252, MATH 336.~~

Rationale: New prerequisites match proposed IAI-based changes.

### (4) Other Catalog Change

Changes to any catalog language other than the above goes in this category. Again, text to be deleted is shown with the strike-out and text to be added is shown highlighted.

#### Other Catalog Change

Page 183, 2003-04 Graduate Catalog  
Change in requirements.

#### **Linguistics/Stylistics**

~~ENGL 506, Literary Criticism since 1880 (3);~~  
~~AND/OR 3 ENGL 529, Topics in Rhetoric (3)~~  
~~ENGL 508, Research Methods in Linguistics (3)~~  
~~or ENGL 501, Bibliography and Methods of Research (3)~~  
~~ENGL 515, Descriptive English Linguistics (3)~~  
~~ENGL 517, Phonology (3);~~  
~~AND/OR 3 ENGL 518, Morphology and Syntax (3)~~  
~~ENGL 533, Discourse Analysis (3)~~  
~~ENGL 534, Linguistics and Literature (3)~~  
~~Electives (12 21 27 semester hours, at least 9 of which must be in~~  
~~literature linguistics)~~

**Rationale:** These revisions simplify the required courses, expand options for the research requirement, and permit students greater flexibility in the linguistics courses they may elect.

**NORTHERN ILLINOIS UNIVERSITY  
PROPOSAL FOR NEW COURSE OFFERINGS  
(Please use a separate form for each new course)**

Department

Date Submitted

Course No.

Title of Course

Credit Hours

Undergraduate Course [     ]     

Graduate Course [     ]

Is it desired that this course fulfill a general education requirements? Yes [    ] No [    ] (if yes, fill out **FORMAT FOR SUBMISSION OF COURSES FOR GENERAL EDUCATION CREDIT form**)

Course description to be used in catalog:

Reason for offering course: (Second sheet may be used for additional information)

With what other departments have you checked to avoid duplication of content? (attach **VERIFICATION OF NON-DUPLICATION OF COURSE CONTENT forms**)

Please attach an outline of the course to this form along with a bibliography. One page will be adequate for most courses.

**VERIFICATION OF NON-DUPLICATION OF COURSE CONTENT**

Date: \_\_\_\_\_

Course number and title: \_\_\_\_\_

MEMO TO: Chair, Department of \_\_\_\_\_

Attached is a proposal for a course offering in the form in which it is anticipated that it will be submitted to the college curriculum committee. Please indicate below whether or not the course content significantly duplicates a course currently being offered by your department. In accordance with the provisions of the Academic Policies and Procedures Manual, a response is to be made to this request within thirty days of the date appearing above.

\_\_\_\_\_

The above course offering or change in course offering

- does significantly duplicate a course currently being offered.
- does not significantly duplicate a course currently being offered.

If duplication is indicated, please explain the course(s) involved and the form and degree of that duplication. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Chair, Department Curriculum Committee

cc: Copies of response to chair of curriculum committee of college of both originating and responding department (if two colleges are involved).

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### III. Curricular Policies and Procedures

1. Introduction and Responsibilities (April 30, 1992; modified September 16, 2003)
2. Curricular Definitions (April 5, 2001)
  - o General
  - o Degrees and Instructional Units
  - o Courses
3. Operating Procedures for Curricular Items (June 5, 1997)
  - o Degrees and Other Units of Instruction
  - o General Education
  - o New Courses
  
  - o Non-Duplication and Impact on Other Units
  - o Course Deletion
  - o Course Revisions
  - o Catalog Descriptions
4. Curricular Approval Procedures (June 5, 1997)
5. General Curricular Policies (April 5, 2001)
  - o Initial Offering of New Courses and Programs
  - o S/U Grading
  - o Catalog Copy and Transcript Information for Emphases and Specializations
  - o Time Conflicts
6. Undergraduate Internships (April 30, 1992)
7. Procedures for Appealing Allegedly Capricious Semester Grades of Undergraduate Students (July 2, 2002)
8. Procedures for Appealing Allegedly Capricious Course Grades of Graduate-Level Students (July 2, 2002)
9. Proficiency Credit for Undergraduate Students (November 11, 1991)
10. Procedures Regarding Limited Admission to an Undergraduate Program (April 2, 1992)
11. Scheduling and Advertising of Graduate Courses (May 4, 1992)
12. Graduate Course Credit (April 7, 1997)
13. Proprietary Courses at the Graduate Level (May 3, 1993)
14. Academic Planning Council Program Procedures (June 5, 1997)
15. Continuing Education Unit (CEU) Policy (May 6, 1996)
16. Policies and Regulations for Off-Campus Teaching (January 31, 1995)
17. Guidelines for the Development of Interdisciplinary Courses (December 5, 1994)
18. Contract Majors (December 7, 1995)
19. Policies Regarding Elimination of Academic Programs (April 6, 1994)
20. International Academic Exchange Linkage Agreements (May 1997)
  - o Form for Reviewing an International Linkage Agreement (May 1997)
21. Guidelines for Online Courses Carrying Graduate Credit Offered by Northern Illinois University (October 5, 1998)
22. Guidelines for Online Courses Carrying Undergraduate Credit Offered by Northern Illinois University (October 4, 2001)
23. Guidelines for Certificates of Graduate Study and Graduate-Level Concentrations (March 6, 2000)
24. Guidelines for Certificates of Undergraduate Study (April 5, 2001)
25. Responsibilities of the Division of International Programs (May 24, 2000)
26. Policy Regarding Degree Programs Abroad (May 24, 2000)

- Appendix A. [Checklist for New Course Proposals](#) (April 30, 1992)
- Appendix B. [Guidelines and Sample Copy for College Curriculum Committee Minutes and Attachments](#) (October 11, 1996)
- Appendix C. [Contract Major Report Form](#) (December 1, 1994)
- Appendix D. [General Education Credit](#) (April 4, 2002)
- Appendix D.1. [Submission of Course for General Education Credit](#) (April 4, 2002)
- Appendix D.2. [Resubmission of Course for General Education Credit](#) (April 4, 2002)
- Appendix E. [New Program Request](#) (click on "New Program Request," then "Applications" under "Academic Programs/Program Approval") (April 18, 1997)
- Appendix F. [Request for Approval of a Subdivision of a Major](#) (April 18, 1997)  
[Comparison of Emphases or Specializations](#) (April 18, 1997)  
[Comparison of an Emphasis or Specialization to a Major](#) (April 18, 1997)
- Appendix G. [Request for Approval of the Deletion of a Major or of a Subdivision of a Major](#) (April 18, 1997)
- Appendix H. [Request for Approval of a Title Change for a Major or of a Subdivision of a Major](#) (April 18, 1997)
- Appendix I. [Request for Approval of a Title Change for an Academic or Administrative Unit](#) (April 18, 1997)
- Appendix J. [Calendar for Changes in the Undergraduate Curriculum](#) (March 9, 1995)
- Appendix K. [Calendar for Changes in the Graduate Curriculum](#) (April 17, 1995)
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