Frequently Asked Questions

Q: What is the curriculum process at EIU?
A: Refer to the curriculum approval website: http://castle.eiu.edu/acaffair/Curriculum/index.php.

Q: What approvals are required for curriculum change?
A: See the curriculum approval chart at http://castle.eiu.edu/~acaffair/Curriculum/curricchrt2015.pdf.

Q: How does one revise a course?
A: See the course revision guidelines at http://castle.eiu.edu/acaffair/Curriculum/courses.php.

Q: How does one create a new course?
A: A course proposal form must be completed and vetted through the curriculum process. The course proposal form and directions are located at http://castle.eiu.edu/eiucaa/CourseProposalDirections.pdf.

Q: When is it appropriate to submit an executive action request to CAA?
A: According to the CAA bylaws, the following requests may be treated as executive actions:

1. Minor changes in course titles and course descriptions, where course content remains generally the same.
2. Minor changes to programs:
    • Additions or deletions of electives in majors, minors, and concentrations
    • Changes in the title of existing concentration titles
3. Changes in course numbers. However, changes in course numbers that result in a change in a course's level, e.g., from 1000 to 2000, are not permitted by executive action.
4. Changes in course prerequisites.
5. Catalog changes which merely clarify the Council's intent.
6. Deletion of courses.
7. Changes in class, lab, and/or credit hours.

Q: How are academic programs revised or added to the curriculum?
A: Guidelines are located at http://castle.eiu.edu/acaffair/Curriculum/programs.php.

Q: When should programmatic changes go into effect?
A: The following is CAA's policy regarding effective dates for program changes:

Implement a fall semester effective date for all programmatic changes.

This would mean that programmatic changes approved by CAA would always become effective at the beginning of the subsequent fall semester.

Programmatic changes include revisions to admissions, course, and credit hour requirements for majors, options, minors, and concentrations; to general education program mission, distribution, and completion requirements; and to University admission and graduation policies.

CAA will consider exceptions to this policy IF changes are mandated by external accrediting bodies, emerging needs are identified by the university or the state, or errors were made in the development of departmental or university-wide programs or regulations.

Q: Where can approved course proposals be found?
A: Course proposals (dating back to approximately 2001) approved by CAA and CGS are stored at the Electronic Course Library site: http://castle.eiu.edu/eiucaa/elibrary/ . To locate older proposals, check with department and college offices first. If not found there, check with the Academic Affairs Office and the Library Archives.

Q. What are the guidelines for numbering a course?
A. Seek guidance from your college dean's office. Avoid using numbers for existing courses or of previously offered courses. Generally, courses numbered 1000-1999 are freshman courses; 2000-

2999, sophomore courses; 3000-3999, junior courses; 4000-4999, senior courses; and 5000-6999, graduate courses.

Also, generally speaking, the following numbers are reserved for particular types of courses:

Honors Courses:	third digit is nine, with these exceptions: 4444, independent study 4555, research 4644, thesis 4666, seminar
Independent Study:	4400 and 4750, most commonly
Internships:	4275
Methods:	3400, most commonly
Seminars:	4000, most commonly
Special Topics:	3960
Special Courses (SCE):	3985-3999 4875-4999
Weekend:	3985-3999 4875-4999

Q: Where is information located about CAA's review of the University Learning Goals?
A: Information is located on the University Learning Goals Website: http://www.eiu.edu/learninggoals/.

Q: What are the definitions for writing-active, -intensive, and –centered courses?
A: See http://castle.eiu.edu/~eiucaa/WritingDesignations.pdf

Q: What is the CAA/CGS policy for online courses?
A: See https://castle.eiu.edu/eiucaa/OnlineCoursePolicy.pdf. Also, see the CATS Center for Online Learning Webpage for frequently asked questions about this policy: http://www.eiu.edu/col/online_policy.php

Q: What is the approval process for the School of Continuing Education special courses?
A: See http://castle.eiu.edu/~eiucaa/01-69.pdf