Courses
All new, revised, and discontinued courses must be approved by the Office of the Provost and Vice Chancellor for Academic Affairs upon the recommendation of the department, the college, and, in the case of 400- through 500-level courses, the Graduate College.

- Proposing New Courses
- Revising Existing Courses
- Discontinuing Courses
- Course Fees
- Timeline for Processing Requests
- Updating the Academic Catalog

Additional information regarding the Academic Catalog and the Class Schedule is maintained by the Office of the Registrar.
Proposing New Courses

To propose a new course, log into the Course Inventory Management (CIM) system. Upon submission, CIM will route the request for the necessary departmental, college, and Graduate College workflow for review and approvals. For specific questions on using the CIM form please contact Office of the Registrar at fms-catalog@illinois.edu. Questions about new course proposal policy should be directed to the Office of the Provost (217) 333-6677.

Units proposing or revising courses awarding graduate credit are encouraged to visit Procedures for Presenting New or Revised Graduate Courses in the Graduate College Developing Courses and Programs toolkit.

The following guidelines are provided to assist in completing a new course proposal in the CIM:

General Information

Proposed Effective Term

The listings in the Academic Catalog are affected by the Proposed Effective Term. The Academic Catalog is finalized for the year in October and no subsequent updates can be made to the published catalog. To ensure changes/new courses are listed in the Academic Catalog see the dates for Timeline of submissions of New and Revised Courses. The following are some helpful guidelines:

- Renumber courses in fall terms. If spring or summer is chosen, both new and old course will be listed in the Academic Catalog.
- The Academic Catalog reflects the latest version of a course; therefore, it is important to keep in mind the effective term when submitting any type of changes.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>Noncredit, preparatory course</td>
</tr>
<tr>
<td>100-199</td>
<td>Lower level undergraduate courses, typically taken by freshmen</td>
</tr>
<tr>
<td>200-299</td>
<td>Lower level undergraduate courses, typically taken by sophomores</td>
</tr>
<tr>
<td>300-399</td>
<td>Upper level undergraduate courses, typically taken by juniors</td>
</tr>
<tr>
<td>400-499</td>
<td>Upper level undergraduate and graduate courses, typically taken by seniors and beginning graduate students (may be designated for undergraduates only, or both)</td>
</tr>
</tbody>
</table>
Graduate courses

Professional courses (available to Law and Vet Med only)

Re-Using Course Numbers
Course numbers may not be re-used for a period of six years from the last time the course was offered. Please consult with the Office of the Registrar to determine the availability of course numbers.

199 Courses (Undergraduate Open Seminars)
The 199 course is a special course for independent study or for use as a testbed for topics not treated by regularly scheduled courses. Credit for 199 courses applies toward graduation (generally, to a maximum of 12 hours); however, credit toward satisfying particular college or departmental requirements is contingent upon approval by the appropriate college or departmental bodies.

Special Topics Courses
In addition to 199 courses, a number of 200-, 300-, 400- and 500-level courses also serve as special topics courses, and are typically identified as such by their titles. As in the case of 199 courses, topics offered under such courses are necessarily temporary; they are not listed in the Courses Catalog. A specific topic may be offered twice under a special topics listing; the same topic may be offered a third time only if a proposal to establish it as a permanent course has been submitted through the appropriate channels.

Course Titles
Course Title (optional): This title can be up to 100 characters and will appear in the Academic Catalog and the Course Explorer (Class Schedule).
Abbreviated Title (required): may include abbreviations to stay within the 30 character limit. If no Course Title is entered this title will appear in all publications, if there is a Course Title, then the abbreviated title that will appear on the transcript only. Effort should be made to avoid duplication of an existing course title in content-specific courses (does not apply to generic titles, e.g., Individual Study, Seminar, Special Topics, Thesis Research, etc.).

Course Description
Descriptions should address subject matter, including any special course requirements such as field trips, special equipment, etc. Exclude other course information of any numbered items below; the Office of the Registrar will include it in the Courses of Instruction entry. Descriptions should read like an abstract and ideally be limited to not more than 75 words. Some examples are included below.

PSYC 100 Intro Psych
Study of human behavior with special reference to perception, learning, memory, thinking, emotional life, and individual differences in intelligence, aptitude, and personality; emphasis on the scientific nature of psychological investigations; and discussion of research methods and the relation of their results to daily life and everyday problems.

CEE 450 Surface Hydrology
Descriptive and quantitative hydrology dealing with the distribution, circulation, and storage of water on the earth's surface; principles of hydrologic processes; methods of analysis and their applications to
GE 560 Course Title: Managing Advanced Technology I
Abbreviated Title: Managing Advanced Technol I
Business perspective of managing advanced technology in industry: strategic context of advanced technology; analytical financial tools used to estimate its potential value; legal concepts important in its management; interpersonal issues related to leading and advocating on behalf of advanced technology groups.

Justification

The information provided in the Justification section is used by the department and college to better understand the course content in the broader context of other courses offerings. If this course is similar in content to other offerings on campus, please provide information that illustrates the uniqueness of this offering. A course syllabus must be attached to all new course proposals. The CIM can accept more than one attachment for each course.

Note: Courses open to graduate students must meet the criteria for graduate courses. A course syllabus must be attached except in the case of special topics courses. Requirements and recommendations for syllabi are available. If this course is similar in content to other offerings on campus, please provide information that illustrates the uniqueness of this offering, as stated in the policy, section A.5. Guidance on course and syllabus design is offered through the Center for Innovation in Teaching and Learning.

Course Information

Course Credit
There are no rigid ratios between course credit hours and class meeting time for all instruction types. It is customary for courses to meet 14 to 20 hours per semester for each hour of credit earned. (Example: a traditional 3 credit-hour course usually meets 3 times a week for 50 minutes each session resulting in 43 total contact hours for the semester). Laboratory, independent study, special problems, and thesis research courses should follow a similar model based on their unique needs.

Useful guidance is provided in Article 3, Part 7, § 3-704 (b) of the Student Code and Graduate College Course Credit and Contact Hour Expectations. They call attention to an important distinction between 'contact' and 'clock' hours (not numerically the same). The former represents true meeting time which is to be accounted for in course syllabi and is often used for program accreditation purposes.

Please refer to Policy for Proposed New and Revised Courses for complete information regarding graduate level coursework.

Courses intended for both Undergraduate, Graduate and Professional credit
Credit statements for 400 - level courses will appear in the Courses of Instruction entry as follows:

- X undergraduate hours. Y graduate hours. (if the course is available for a different number of undergraduate and graduate hours; see ‘differential credit’ under Item 15)

OR

- No graduate credit. (if the course is only available for undergraduate credit)
There is no statement in the Courses of Instruction entry if the course is available for the same number of undergraduate and graduate hours.

**Graduate Credit**

Units proposing courses awarding graduate credit are encouraged to visit Policy for Proposed New and Revised Courses that Carry Graduate Credit to understand the justification for it.

**Variable and Differential Credit**

Additional explanation is required if there is variable credit or differential credit. Differential credit involves two distinct credit-hour options depending on intended audience and is characterized by an “or” relationship (e.g., 3 or 4 hours). Variable credit involves a range of credit hours distinguished by a “to” relationship (e.g., 1 to 3 hours). The course syllabus should clearly explain the extra work required for additional credit, and the additional work should also be reflected in the grading section of the syllabus. See also Helpful Guidelines for Proposing Courses with Differential Credit.

**Grading Type**

Designate the default grading type first, and then choose alternate grading types if desired. Either ‘Standard Letter’ (Letter Grade), ‘Satisfactory/Unsatisfactory’ (S/U), or Honors may be chosen. In addition, DFR may be added with justification.

**Repeatability**

A course for which repeatability approval is sought must be matched to only one of the six permissible categories, i.e., choose the ‘best fit.’ For each category below, representative examples and keywords are given to guide selection:

- **1H** = Honors — any Honors-designated course, seminar, etc.
- **1M** = Subject Mastery/Skill Proficiency — developing or improving mental and/or physical ability in areas such as art, communication, language, writing, leadership, life skills, motor skills, the performing arts (dance, music, theater), laboratory practice, medical/vet-med training
- **1N** = Individualized Instruction — one-on-one teaching involving established subject matter, typical of courses titled ‘Independent Study’ or ‘Individual Study’
- **1R** = Research or Ongoing Study — guided group or individual research, investigations, projects, studies, problem-solving, etc. in new, developing, or emerging areas
- **1S** = Special Topics, Seminars — trial or nonpermanent subject offerings of current, developing, or emerging topics to augment existing courses; colloquia, discussion groups, seminars, etc. with student, faculty, visitor, and/or outside presenters/participants
- **1X** = Applied Experiences — internships, practicums, apprenticeships, study abroad, field trips, service learning, outreach, etc.

If a course is repeatable, complete additional questions related to total hours, entering total hours, "U" if unlimited, or "NA" if not applicable. If the “if topics vary” box is checked, the Courses of Instruction repeatability sentence will automatically include "if topics vary."

**NOTE:**

Based on the entries to repeatability items, the Office of the Registrar fashions a Repeatability Statement as part of the other course information placed after the course description in the Courses of Instruction entry. The preferred format is:

May be repeated

> in [the same term / separate terms / the same or separate terms]

> if topics vary

> to a maximum of [X hours / X undergraduate or Y graduate hours / X graduate or professional hours]

> but no more than X hours in any one term

Each qualifier (>) below the initial phrase “May be repeated” is optional – in the descending order shown.
Examples:

- May be repeated.
- May be repeated in separate terms if topics vary to a maximum of X hours.
- May be repeated in separate terms to a maximum of X undergraduate or Y graduate hours but no more than Z hours in any one term.

Credit Restrictions

Credit restrictions are used when a course has been renumbered, or the content of the course is equivalent to another course in the catalog. To inform students, a credit statement is added to the course description indicating courses where credit may not be earned again.

- It is important to remember that when a course is discontinued, a student cannot earn credit for the discontinued course and a new iteration of the course, if one is created.

Example 1. Credit is not given for ACE 100 if credit for ECON 102 has been earned.

Example 2. Credit is not given for both ACES 509 and ACES 409.

Advisory Statements

Prerequisites

Prerequisite statements are advisory in nature and are not enforced through the Banner system. Graduate-level courses other than seminars and individual study usually require prerequisite knowledge or experience. The following suggestions are provided to promote clarity in prerequisite statements to the students who may be registering for the course.

- list only the highest level course if there is a string of sequenced prerequisites (see Example 1 below)
- list only the primary course if cross-listed (Academic Catalog's Courses of Instruction 'Same As' statements readily identify secondary cross-listed course alternatives)
- explicitly list courses by their subject and number (CHEM 232) found in the Courses of Instruction (not, e.g., "a course in chemistry")
- express alternative courses and combinations of courses clearly (see Example 2 below).

Example 1. Since GRK 101 is a prerequisite for GRK 102, the prerequisite 'GRK 101 and GRK 102' should be shortened to 'GRK 102' for a course requiring GRK102 as a prerequisite, such as GRK 201.

Example 2. Consider the prerequisite statement 'CS 225 and CS 373 or MATH 444.' It's ambiguous. It could mean '(CS 225 and CS 373) or (MATH 444), or perhaps '(CS 225) and (CS 373 or MATH 444).'
Assuming it's the latter, the use of a semicolon gives the clear meaning by separating the intended groupings: 'CS 225; CS 373 or MATH 444.'

Concurrent Enrollment Statement

Concurrent enrollment statements are advisory in nature and are not enforced through the Banner system. Statements should be entered as “Concurrent enrollment is required in Subject Course and Subject Course.”

Example - ACCY 301 - for a Prerequisite statement that reads: Prerequisite: ACCY 202 or equivalent and concurrent enrollment in ACCY 302 by students majoring in accountancy (recommended for non-accountancy majors); or consent of department; the concurrent enrollment statement 'Concurrent enrollment in ACCY 302 by students majoring in accountancy' should be added to the Concurrent enrollment box.

Restricted Audience Statement
These restrictions can be enforced through Banner at the section level and should be separate from the prerequisite statement. These restrictions typically limit registration to a group of students, e.g., ‘for majors only’ or ‘junior standing required.’

*Example-* ANTH 495 – for a Prerequisite statement that reads: **Prerequisites:** Senior standing; ANTH 391; 3.6 GPA in anthropology; 37 hours of anthropology courses, and consent of instructor; ‘Senior Standing’ should be put in the Audience Restriction box.

### Cross-Listing

Guidelines for Approved Cross-Lists:

1. Cross-listing should be based on course content in that it deals with the involved departments/subjects (SUBJ) in a substantive way.
2. Cross-listing should be limited to cases involving a significant purpose, such as instructors from more than one department are involved in the instruction of a course. Creating cross-listings for the purpose of “advertising” a course multiple places in the Courses of Instruction is not considered justification for cross-listing, nor is the desire to enhance the stature of the course.
3. A cross-listed course is considered the joint responsibility of all departments/SUBJ offerings, and coordination of course scheduling should be agreed upon by all involved departments.
4. In a given term, if any SUBJ offering of a cross-list is active, all SUBJ offerings must be active.
5. All schedule types must be the same across all sections.
6. All course levels numbers must be the same (example: a 400 level may not be cross listed with a 100 level course).
7. All sections of a given course must be scheduled with the same instructor, room and meeting pattern.
8. The section ID must remain the same throughout the cross-list, except in cases of a grad section cross-listed with undergrad, then U1 and G1 should be used.

**Limitations:**

- Independent Study courses may not be cross-listed.
- Special Topics courses may not be cross-listed.
- Courses may not be cross-listed within the same department.
- Cross-lists should be reviewed on a continuous basis. It is critical that cross-lists be discontinued if course content and instruction no longer justify the cross-listing.
- Please consult with the Office of the Registrar for questions concerning temporary cross-listings known as "meets with" sections.

### Additional Course Notes

The information provided in the Additional Course Notes section in CIM serves to allow users to add any additional information that can't be added to any other fields in the CIM.

### Course Detail

The information provided in the Course Justification section in CIM's New Course Proposal used by the Office of the Registrar to build the course in Banner and create part of the Courses of Instruction entry. Items on Course Credit considered important by the department and college in the review process.

**Frequency of Offering**
If “Other” is checked, include details of when that will be (e.g., “Spring terms, odd years”). Note that alternate offering year wording is not automatically included in the Courses of Instruction entry. If desired, it must be manually added to the course description.

**Additional Course Information**

The Additional Course Information section in CIM serves to alert to the potential impact of the introduction of the proposed course, present any relevant trial-offering history, and indicate certain course-setup and scheduling attributes.
Revising Existing Courses

To revise existing courses, log into the Curriculum Information Management (CIM) system. Upon submission, CIM will route the request for the necessary department, college, (and where appropriate, Graduate College) approvals.

Discontinuing Existing Courses

When a course is no longer useful, the department should take the initiative to have it discontinued. To discontinue a course, log into the Course Inventory Management (CIM) system. Upon submission, CIM will route the discontinuation request through the necessary departmental, college, and Graduate College workflow for review and approvals.

- Use the ecosystem to see the impact of your discontinuation and notify appropriate departments so they can update their courses accordingly.

The 6-10 Policy provides a mechanism for reviewing offerings for relevance and ongoing need. It requires that courses be removed from the Courses of Instruction within the Academic Catalog if they meet either of the following conditions:

- average enrollment for the last two successive offerings of the course is fewer than 6 in a 500-, 600-, or 700- level course OR fewer than 10 in a 100-, 200-, 300- or 400- level course; or
- the course, regardless of level, has not been offered within the last three years.

Enrollment Warnings will be noted if courses have only been offered once and enrollments were below the guidelines outlined above. These courses were not in violation at the time of review, but may be in violation if enrollments are low when the courses are offered again. Thesis, individual instruction, and undergraduate open seminar courses are exempt from the policy. Exemptions may be granted on a course-by-course basis for courses which by their nature are intended to have low enrollments. Registration statistics are based on enrollments as of the tenth day of class. The policy provides information to units to better understand faculty activity and course demand. Units are asked to justify courses in violation of the policy to their college office. Based on the information provided by the college, the Provost’s Office will facilitate the deletion of courses from the Courses of Instruction within the Academic Catalog. The policy is intended to be enforced biennially.

Course Fees
University of Illinois Course Fee Policy

Tuition is approved by the Board of Trustees and complies in all material respects with applicable laws, University of Illinois Statutes, The General Rules Concerning University Organization and Procedure, and Board of Trustees policies and directives. The Vice President for Academic Affairs (VPAA), in conjunction with the three campus provosts oversees course fee guidelines, their review and compliance. Course fees, when approved, must be separate, unique and used solely for support of the courses involved. Course fees can be assessed for special, unique costs required for materials or other tangible products or services such as those that are retained by the student in a credit course and transportation/admission costs incurred on field trips required in course instruction. In such cases, the charge cannot exceed the cost of providing the product or service to the student. Difficulty in securing adequate regular budget support shall not be the determining factor in the decision to charge selected students a course fee. All units must strive to administer the course fee funds in ways that provide students paying those fees a reasonable opportunity to benefit equitably from the expenditure of the course fee.

All course fees and changes to established course fees must be approved in writing by the Provost or designee(s). Ensuring that these policies are observed is a shared responsibility between the department, college, and Provost or designee(s). Information about individual course fees must be clearly advertised prior to registration for the semester in which the course fee is assessed. Collection of course fees in the classroom is not allowed. Students will be made aware of course fees prior to registration through the Class Schedule. Billing and payment of course fees is through the standard University business practices. These general guidelines are approved by the VPAA and the provosts. Each campus has established campus specific guidelines that build upon these University of Illinois Course Fee Guidelines.

Urbana-Champaign Course Fee Guidelines

The following course fee guidelines are intended to aid in interpretation of the University of Illinois Course Fee Policy. Note that the university's policy conforms to the State of Illinois Legislative Audit Commission's University Guidelines (1982) on “Tuition, Charges and Fees.” Special course fees MAY be charged in the following situations:

1. For materials used in creating a tangible product that is retained by a student upon completion of a credit-bearing course.

Example: In a design class, a course fee may be assessed to pay for the supplies students use to make pieces of jewelry if students keep the jewelry at semester's end.

2. For equipment that is purchased for and retained by the student after the course is completed.

Example: In a photography class, a course fee may be assessed for purchase of a specific make and model of camera that all students must use if, at semester's end, students are allowed to keep the cameras as personal property.

3. For transportation and admission costs incurred on field trips that are a required activity in a course.

Example: In a history class, a course fee may be assessed to pay for admission to a museum in Chicago, as well as bus transportation to and from the museum. (Note that the fee may also
include payment for snacks and meals consumed during the trip if doing so simplifies scheduling and represents a cost savings for students.)

4. For costs incurred by departments when instruction requires use of facilities that the department does not control.

   Example: For a kinesiology class, a course fee may be assessed to pay for use of the Ice Arena controlled by Campus Recreation.

Special course fees MAY NOT be charged in the following situations:

1. For health and safety equipment required in carrying out course activities.

   Example: In an engineering class, a course fee may not be assessed to cover the cost of OSHA-required safety shields, respirators, eye wash equipment, etc. Even though students may retain such safety equipment at semester’s end, it is likely to have no useful or resale value past the duration of the course. (See exception, below.)

2. For computer and other laboratory equipment usage, primary software, maintenance and related supplies, used by all students and remaining with the college or department at semester’s end.

   Example: In an accounting class, a course fee may not be assessed to cover the cost of licensing special software applications that students are required to use. Likewise, no assessment is permitted to cover the cost of CAD/CAM software in architecture courses or experiment simulation software in a chemistry laboratory. Such licenses are typically assigned to a machine (e.g., a PC or a server) and not a specific user.

3. For instructional services rendered by faculty, staff, and teaching assistants, except in the case of private music instruction.

4. In general, for activities required in the course of instruction, even if such activities represent special or extraordinary cost.

   Example: In a biology class, a course fee may not be assessed for the purpose of purchasing specimens for dissection. Likewise, in a photography class, a course fee may not be charged for lab chemicals.

The following items are considered to be PERSONAL expenses, but may be assessed as a course fee if the expenses are incurred in direct connection with a required course activity and if the expense is substantially reduced by buying access to a service at a group rate or by purchasing goods in bulk. The savings the students realize must constitute a steep discount from the market price regularly available to students and must be appropriately documented. Personal expenses that may be assessed as course fees include:

1. Food, lodging, and incidentals needed during a required field trips.
2. Personal health, safety, and dress requirements related to instruction.

   Example: Health and safety supplies such as ear plugs, goggles, etc.

The following items are considered to be PERSONAL expenses, and may not be charged as course fees.
1. Transportation to sites related to student teaching, clinical assignments, and other practical activities.
2. Equipment recommended (i.e., not required) in a credit-bearing course.
3. Required books, publications, and software, even if retained by the student at the completion of the course. (For these items, it is best that students have the freedom to shop competitively in markets that include legally obtained used goods.)

**Requesting a Course Fee**

Units must use the [Course Inventory Management (CIM)](https://courseinventorymanagement.com) form to request or edit a course fee. CIM will route the course fee request through the necessary departmental, college, and Provost workflow for review and approvals.

Ensuring that the [University Course Fee policies](https://www.universitypolicy.com) are observed is a shared responsibility among the requesting department, college, and Provost or designee(s). Information about individual course fees must be clearly advertised prior to registration for the term in which the course fee is assessed.

Departments should be aware that, while the course fee is considered a cost of education, it is not calculated in financial aid awards. Therefore, departments should be judicious in deciding which courses truly require a unique fee.

**Deadlines and Billing**

It is the responsibility of the department to request course fees be added to their sections every semester. Course fees will not be added after registration has begun. Therefore, requests must be made well in advance of registration for the term in which the fee is to be assessed. This allows sufficient time for review and implementation.

Billing and payment of course fees must observe standard University business practices. Collection of course fees in the classroom is not allowed, and collection by a departmental office must conform to strict accounting requirements established by OBFS—and is discouraged. The preferred method of course fee collection involves posting charges to student accounts.
Timeline of submissions of New and Revised Courses

Deadlines for receipt of course submissions/revisions are as follows:

- Fall effective term: **February 15**.
- Spring effective term: **September 1**.
- Summer effective term: **September 1**.

Note these are the dates by which courses must be to the Provost's level for review. These dates allow the courses to be correctly published in the Academic Catalog. Remember to take into account timelines for your own academic unit's course approval flow at the departmental and college level.
Updating the Academic Catalog

The Academic Catalog is maintained by the Office of the Provost. Lists of authorized Catalog page owners and approvers are submitted by designated academic unit contacts to the Provost’s office on an annual basis. Only authorized users may submit edits for review in the Catalog. If you are not an authorized user and notice an error or have a suggestion for content in your unit’s Catalog pages, please contact your college office or the Office of the Provost to find out who the authorized user(s) are who can submit these edits.

The Academic Catalog is published annually in March for the upcoming academic year, with an additional edit cycle in the summer to reflect changes to programs that were approved by appropriate levels of governance in the spring semester. College-level contacts receive notice from the Office of the Provost when authorized users may submit suggested edits for the Catalog; typically, these calls for edits are sent in late fall with a submission deadline in January and in late May with a July submission deadline.