



## Course Inventory Form

### OFFICE OF REGISTRATION AND RECORDS

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 Phone: 312.915.7221 Fax: 312.915.6452  
[www.luc.edu/regrec](http://www.luc.edu/regrec)

This form is used to **create a new course** or to make **changes to an existing course**. Each request must have the proper signatures and approvals prior to submission. Submit form to [CourseCatalog@luc.edu](mailto:CourseCatalog@luc.edu) \*

**This form must be approved, signed, and submitted by the School’s Dean or designated authorized signor.**

**\*Departments within the College of Arts & Sciences submit forms to the Academic Council for approval.**

Questions or comments may be directed to [CourseCatalog@luc.edu](mailto:CourseCatalog@luc.edu)

<b>1. CREATE A NEW COURSE WITH A NEW NUMBER (COMPLETE ALL SECTIONS THAT APPLY)</b>			
1.1. Subject Area (Abbrev.):	1.2. Course Number:	1.3. Department	1.4. Department Chair/Dean:

<b>2. MAKE CHANGES TO AN EXISTING COURSE (COMPLETE ONLY THE SECTIONS TO BE CHANGED)</b>			
2.1. Subject Area (Abbrev.):	2.2. Course Number:	2.3. Department	2.4. Department Chair/Dean:
2.5. Reuse a previously inactivated course number.			
2.6. Inactivate this existing course (2.1., 2.2., 2.3., and 2.4.) and reuse Course Number.			
2.7. Inactivate an existing course, only.			

3. Academic Group (School):	
4. Effective Date for New Course or Course Change:	
5. Long Title (< 50 Characters):	
6. Short Title (< 30 Characters): <i>Displays on student transcript</i>	

<b>7. Course Description</b>	7.1 General Description (< 50 words)	
	7.2. Enrollment Conditions i.e., prerequisites, restrictions, limitations (< 30 words)	
	7.3. Outcomes (< 30 words)	
	7.4. Course Typically Offered: Fall <input type="checkbox"/> J-Term <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Rotation <input type="checkbox"/> As Needed	

Reset Form

8. Course Equivalencies	This course is <b>Equivalent</b> to:		
	Subject:	Course:	Title:
9. Cross-listings	9.1. This course is permanently <b>Cross-listed</b> with:		
	Subject:	Course:	Title:
A permanently cross-listed course must also be equivalent to the enrollment or <i>parent</i> course. The purpose of a cross-listed course is for students to search for specific courses within their program that is being offered by an alternate departmental subject-code.			
9.2 This course is the Enrollment Course (Parent) for the related cross-listings listed above (9.1)			

10. Credit Hours	10.1. Credit Hour Type: Fixed <input type="checkbox"/> Variable <input type="checkbox"/>		
	10.2. If FIXED: Number of Credit Hours:		
	10.3. If VARIABLE: Minimum Credit Hours:		Maximum Credit Hours:
	10.4. Max completions allowed	10.4.1. Maximum hours:	10.4.2. Maximum times student can enroll:

11. Grading Basis:		12. Blind Grading (LawSchool only): Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. Class Has Non-Graded Component (Select Type)		13.1 Component Type	
		Discussion <input type="radio"/>	
		Lab <input type="radio"/>	

14. Repeat Rules	14.1. May be repeated for additional credit <i>without permission</i> : Yes <input type="checkbox"/> No <input type="checkbox"/>		
	14.2. If repeatable, Maximum Credit Hrs. Accruable:		14.3. Maximum completions allowed:
	14.4. Students may enroll in multiple sections within same term: Yes <input type="checkbox"/> No <input type="checkbox"/>		

15.1 Permission/Consent required to ADD course: Yes <input type="checkbox"/> No <input type="checkbox"/>		Department <input type="checkbox"/>	Instructor <input type="checkbox"/>
15.2 Permission/Consent required to DROP course: Yes <input type="checkbox"/> No <input type="checkbox"/>		Department <input type="checkbox"/>	Instructor <input type="checkbox"/>
16. Special Topics Course: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>Topic Title(s): Topics may be emailed to <a href="mailto:classscheduling@luc.edu">classscheduling@luc.edu</a> at a later date</i>			
17. Course Component:			
Note: Classes designated as <i>Full Time</i> <b>must be approved by the Provost</b>			

18. Default Section Size:	19. Final Exam Offered: Yes <input type="checkbox"/> No <input type="checkbox"/>
20. Instruction Mode: In Person <input type="checkbox"/> Online <input type="checkbox"/> Hybrid (>75% online) <input type="checkbox"/> Blended (30% to 75% online) <input type="checkbox"/>	
21. LMS Ready. This Learning Management System indicator will appear in LOCUS if this course, regardless of mode of instruction can be taught fully on-line in case of a campus closing (e.g., pandemic, natural disaster, etc.).	
22. Room Type Required for Course:	

## FOR: UNDERGRADUATE COURSES ONLY

23. This course satisfies the following <b>CORE requirement</b> :	
24. This course is approved for and designated as <b>Engaged Learning</b>	
25.1 Please select the Engaged Learning Category:	
Internship <input type="checkbox"/>	Fieldwork <input type="checkbox"/> Public Performance <input type="checkbox"/> Service Learning <input type="checkbox"/> Undergraduate Research <input type="checkbox"/>
26. This course satisfies the following <b>Interdisciplinary Requirement</b> :	
27. This course is ALWAYS <b>Writing Intensive</b> (for all sections) : : Yes	<input type="checkbox"/> <input type="checkbox"/>
28. This course satisfies an <b>Honors Requirement</b> :	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>26. Enrollment Restrictions</b>	26.1 Enrollment Restrictions? Yes No
	26.2 Pre-requisites that <b>control registration</b> (specify course(s) and grade required):
	26.3 Co-requisites that <b>control registration</b> (specify course(s) and grade required):
	26.4 Requirement Group(s) Restriction (e.g., NURS , GRAD Students, specific cohorts):

Dean's Signature

Date

Provost's Signature (if applicable, section 17)

Date

Comments (Please refer to the section number):

Submit to CourseCatalog@luc.edu