

Course Inventory Form
Office of Registration and Records
Loyola University Chicago

Revised: Nov. 2016

820 N. Michigan Avenue, 5th Flr. | Chicago, Illinois
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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 & ADVreport@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

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

2. MAKE CHANGES TO AN EXISTING COURSE (COMPLETE ONLY THE SECTIONS TO BE CHANGED)			
2.1. Subject Area (Abbrev.):	2.2. Catalog 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., 2.4.) and reuse its Catalog 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>	

7. Course Description	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	Winter (Grad. Business Only)	Spring	Summer

Reset Form

8. Course Equivalencies	This course is Equivalent to:		
	Subject:	Course:	Title:
	Subject:	Course:	Title:
9. Cross-listings	9.1. This course is permanently Cross-listed 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	Variable
	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 (Law School only):	Yes	No
13. Class Has Non-Graded Component (Select Type)	13.1 Component Type	Discussion	
		Lab	

14. Repeat Rules	14.1. May be repeated for additional credit <i>without permission</i> :	Yes	No
	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	No

15. Permission/Consent required to take course:	Yes	No	Department	Instructor
16. Special Topics Course:	Yes	Topic Title(s): Topics may be emailed to classscheduling@luc.edu at a later date		
17. Course Component:	Note: Classes designated as <i>Full Time</i> must be approved by the Provost			

18. Default Section Size:	19. Final Exam Offered:	Yes	No
20. Instruction Mode:	Face to Face	Online	Hybrid (>75% online) Blended (30% to 75% online)
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:			

ACADEMIC REQUIREMENTS			
23. Academic Requirements	23.1 This course satisfies a Major's Requirement	Yes	No
	23.1.1. List Major(s):		
	23.1.2. Specify Requirements (e.g., Foundation Elective, etc.)		
	Use Comments section if necessary		
23. Academic Requirements	23.2 This course satisfies a Minor's Requirement	Yes	No
	23.2.1. List Major(s):		
	23.2.2. Specify Requirements (e.g., Foundation Elective, etc.)		
	Use Comments section if necessary		

Questions about Academic Requirements /Advisement Report email: ADVreport@luc.edu

FOR: UNDERGRADUATE COURSES ONLY				
24. This course satisfies the following CORE requirement :				
25. This course is approved for and designated as Engaged Learning				
25.1 Please select the Engaged Learning Category:				
Academic Internship	Fieldwork	Public Performance	Service Learning	Undergraduate Research
26. This course satisfies the following Interdisciplinary Requirement : Other:				
27. This course is ALWAYS Writing Intensive (for all sections):				
28. This course satisfies an Honors Requirement :	Yes	No		

29. Enrollment Restrictions	29.1	Enrollment Restrictions?	Yes	No (Proceed to section 30)
	29.2	Select if Enrollment Restrictions do not control registration. (Included in 7.2 as description ONLY)		
	29.3	Pre-requisites that control registration (specify course(s) and grade required):		
	29.4	Co-requisites that control registration (specify course(s) and grade required):		
	29.5	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):



Submitted Forms will be emailed to CourseCatalog@luc.edu and ADVreport@luc.edu