|  |  |
| --- | --- |
| **From**: \_\_\_\_\_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_\_\_ | **Proposer (if other)**: \_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_ |
| **Department/Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Unique ID**: \_\_\_\_\_\_\_[copy Unique ID generated by your Summary Memo, uvidmmddyyyy]\_\_\_\_\_\_\_\_\_\_ | |



**New Course Number for Permanently Cross-listing an Existing Course**

College of Arts and Sciences

1. **Current Course information presently effective in the Course Catalog (LOCUS)**:

|  |  |  |
| --- | --- | --- |
| **“Home” Department of Existing Course**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Subject Area Code**: \_\_\_\_\_\_\_\_\_ | **Course Number**: \_\_\_\_\_\_\_\_\_ | **Credit Hours**: \_\_\_\_\_\_\_\_\_ |
| **Course Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Advisory Pre-requisites**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Enforced Pre-requisites**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Other Enrollment Restrictions** (permission-block, student group, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Please list all courses *already* cross-listed with this course**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Please list all tags *already* borne by this course**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Please list all courses for which this course is a pre-requisite** (consult with home department):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Please list all major(s)/minor(s) for which this course is already specifically required, a requirement-option choice, or an elective** (doublecheck Academic Requirements Outlines for current programming):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

1. **Please explain concretely the rationale(s) for adding this new cross-listing to the existing course, including its new role(s) in any major(s)/minor(s) to which it should be added (cf. item 6, below).**
   1. [list, as applicable]
2. **Information for the new, cross-listed course in the Submitter’s Subject Area Code** (apart from Subject Area Code and possibly Course Number, all parameters of the new course should match the pre-existing course):

|  |  |  |
| --- | --- | --- |
| **Subject Area Code**: \_\_\_\_\_\_\_\_\_ | **Course Number**: \_\_\_\_\_\_\_\_\_ | **Credit Hours**: \_\_\_\_\_\_\_\_\_ |
| **Course Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Course Title Abbreviation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

1. **Course Description** (match the pre-existing course):
   1. **Course focus** (no more than 50 words):
   2. **Learning outcomes** (no more than 30 words):
2. **Pre-requisites or other Enrollment Restrictions** (match the pre-existing course):
3. **Restrictions on this course** (Pre-/Co-requisite? Advisory/Enforced? Permission? Student Group? etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **For what other course(s), if any, will this course be a pre-/co-requisite?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Please list all major(s)/minor(s) for which the cross-listed course will be specifically required, a requirement-option choice, or an elective, and which one**:

(Note particularly the course’s role(s) in the major(s)/minor(s) to which it is being added by this application as a course in the new Subject Area, but also specifics of information in #1 for the pre-existing course and whether the new course will *replace* any *presently* required or requirement-option courses):

|  |  |  |
| --- | --- | --- |
| **The course will be, in the following major(s)/minors** (also specify which requirements or requirement-choices the course will satisfy, if the major/minor includes more than one): | | |
| **Specifically required** | **Requirement-option choice** | **Elective** |
|  |  |  |

1. **In consequence of this new cross-listing, should any course(s) presently offered be discontinued?**  Yes No

**If “yes,” please list**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Will any changes in resources be required to support this cross-listing?**  Yes No

**If “yes,” please explain.**

1. **Proposed term and year in which the proposed change should become effective** (this request is subject to the Effectiveness Timetable set by Registration & Records):

|  |  |
| --- | --- |
| **Term**: \_\_\_\_\_\_\_\_\_\_\_Fall\_\_\_\_\_\_\_\_\_\_\_\_ | **Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Supplementary Documents for this New Cross-Listing application** (ensure they are submitted and indexed with this application-package):
   * **Syllabus**
   * **Course Inventory Form for the new cross-listed course**
   * **One major/minor grid for each major or minor that will be affected by the new cross-listing**
   * **Please also ensure that if any changes in library-resources will be required for this course, that the Summary Memo flags it to the attention of the appropriate Bibliographer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** |  |  |  |
| Bibliographer (if needed) |  | Date |  |
| CAS Academic Council |  | Date |  |
| CAS Dean |  | Date |  |

NO LONGER PART OF THE FORM!

New Course Number for Permanently Cross-Listing an Existing Course: Associated Instructions

1. The Permanent Cross-Listing application is used by a Department or Interdisciplinary Program seeking to create a new course number in a Subject Area Code of its own, for purposes of cross-listing an existing course. Typically cross-listing is desired when members of different departments or programs will be called on to teach, in substance, the same course. Courses required for Interdisciplinary Programs’ majors or minors *may* need to be cross-listed with departmental courses, but usually tagging suffices instead (for tagging, use the Permtag form).
2. The heading information of the Permanent Cross-Listing form corresponds to the heading information of the Summary Memo eForm. We recommend that you draft in advance all the application-forms that will be part of your application-package, including any Permanent Cross-Listing forms needed, omitting only temporarily the Unique Number. Do not click the “submit” button of the Summary Memo until after all other documents are prepared and the Summary Memo has been filled out completely and double-checked for accuracy.
3. After you submit your Summary Memo, copy the Unique Number it generates for your application-package onto each of your application-forms, including any Permanent Cross-Listing forms needed. Then upload the application forms and all supplementary documents, and index all items by the Unique Number of the application-package. Please also complete the index with all metadata pertinent to each item: this coding will make it easier to find the curricular changes in the archive.
4. Coding information for the existing course (item 1) may be consulted in the Course Catalog in LOCUS, and information about its current role(s) in majors and minors in the Academic Requirements Outlines (<https://lucweb.luc.edu/advsmt/>). We need to be fussy about all the elements of the existing course, because the new, cross-listed course will need to match it in all respects and be coded as an alternative for any Electives the “parent” course satisfies. It will remain the joint responsibility of both “parent” and “child” academic units to ensure that the “parent” and “child” courses continue to match, when either is updated.
5. Please ensure that the “home” department of the “parent” course is identified in item 4 (or 3, if it’s an interdisciplinary program) of the Summary Memo so that its signatory will be included in the routing of the submission-package.
6. The rationale in item 2 of the application-form should be as full as needed to make clear your plans for the course and demonstrate the merits of the new cross-listing. The Summary Memo’s brief statement in the Table of Contents, by contrast, introduces the application-package overall and assists approvers and reviewers in navigating the package.
7. Item 3 states for the new course in the submitter’s Subject Area Code the basic identifying information that will have to be created in LOCUS. The Subject Area Code, obviously, will be different from that of the pre-existing course; the Course Number in the submitter’s Subject Area Code may or may not be the same as the number of the pre-existing course. *All other parameters of the new course, however, should match those of the pre-existing course*.
8. Item 6 provides the space to distinguish whether the existing “parent” course is specifically required, a requirement-option, or an elective in its current major/minor inclusions, as well as to add the new cross-listed “child” course and its status in any additional majors/minors it will implicate.
   1. LOCUS can drill down automatically to equivalent course-numbers for cross-listed courses when they are either specifically required in a major/minor or requirement-options. Nonetheless the availability of the new cross-listed course should be noted as a “proposed change” in the second column of the before-and-after grid for major(s)/minor(s) including the existing course (item 10.c).
   2. Please note that cross-listed, “equivalent” courses need their counterparts in subject-areas *outside* an elective rule to be included explicitly in elective lists (e.g., the fictional PPOL 375, Natural Resource Policy, must be added to the Forestry major’s elective-rule TREE 3## in order to extend the elective credit to students who take cross-listed PPOL 375/TREE 375 under its “other” course-number). Please work with academic units whose major(s)/minor(s) already use the existing course, so as to ensure that the new cross-listed course will confer the appropriate credit for students who enroll in it. This information also should be reflected in the before-and-after grids submitted with this application (item 10.c).
9. Although the College’s Academic Council bases its recommendations on the academic merits of the proposal, not the proposal’s resource-needs, identifying library, equipment, and other resources the proposed changes will require so as to be realized successfully (item 8) flags these considerations for other reviewers. In particular, if the proposal will require any changes in library-resources, please ensure the appropriate librarian is identified and included.
10. Presuming that approvals subsequent to Academic Council’s are gathered on-pace, since cross-crediting the now cross-listed courses typically will necessitate re-programming of major(s)/minor(s) (see note above about item 6), Registration & Records undertakes to make Permanent Cross-Listing applications approved by AC no later than December of one academic year, effective as early as the Fall semester of the following academic year.
11. Please ensure that all information in this form is correct and consistent with the other documents in your application-package.
12. Please ensure that all supplementary documents entailed by your Permanent Cross-Listing application are also submitted within your application-package under the same Unique Number. Particularly, please ensure that the CI Form for this new cross-listed course duplicates all coded information from the pre-existing “parent” course: work with the existing course’s home unit and consult the Course Catalog entry in LOCUS.