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



**Permanently Tag Existing Course and add to Interdisciplinary Major or Minor**

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 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** (consult with home department):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

1. a. **Course will be added to the following IDP major(s)**: \_[name and Plan Code]\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. **Course will be added to the following IDP minor(s)**: \_[name and Plan Code]\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please explain concretely the rationale(s) for adding this course to the interdisciplinary major(s)/minor(s) and for its role(s) as specific requirement, requirement-option choice, or elective.**
   1. [list, as applicable]
2. **Please list all major(s)/minor(s) for which the course will be specifically required, a requirement-option choice, or an elective, and which one**:

(Note particularly the course’s role in the IDP major(s)/minor(s) to which it is being added by this application, but also specifics of information in #1 and whether the 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. **Will any changes in resources be required to support this tagging & inclusion?**  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 Permanent Tag application** (ensure they are submitted and indexed with this application-package):
   * **Program Modification Form for the Office of the Provost** (see at <http://luc.edu/academicaffairs/curriculumresearch/curriculumdevelopment/programdevelopment/>)
   * **Syllabus**
   * **Course Inventory Form**
   * **One major/minor grid for each major or minor that will be affected by this course-change**
   * **Please also ensure that if any changes in library-resources will be required for this tagging, 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!

Permtag/Inclusion in IDP Major/Minor: Associated Instructions

1. The Permtag application is used by an Interdisciplinary Program seeking to add a “tag” to the Course Attributes of an existing course and to include the course in major(s)/minor(s) of the IDP. The tag enables students to search in the Class Schedule in LOCUS for classes listed under other academic units’ Subject Area Codes. (Tags should not appear on courses not included in the IDP major/minor in question, but the tag as a Course Attribute is separate in LOCUS’s programming from the Academic Requirements Reports of majors and minors.)
2. The heading information of the Permtag 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 Permtag 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 Permtag 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 courses’ current roles in majors and minors in the Academic Requirements Outlines (<https://lucweb.luc.edu/advsmt/>).
5. The rationale in item 3 of the application-form should be as full as needed to make clear your plans for the course and its role(s) in the major(s)/minor(s) (specifically required course or requirement-option: since students’ Academic Requirements Reports function by Subject Area Codes and cannot “see” interdisciplinary tags, interdisciplinary majors and minors normally are programmed in terms of individually required courses and requirement-option lists, not “electives” in LOCUS’s sense), and to demonstrate the merits of the changes. 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.
6. Item 4 registers, and should highlight, the role(s) the tagged course will have in the IDP’s major(s)/minor(s), but also the specifics of the broader question in item 1 (including any departmental major(s)/minor(s) in which it may serve as an elective, in LOCUS’s sense, by wildcard programming, in contrast to the IDP major(s)/minor(s): see note above about item 3). Note that before-and-after grids *are required* as supplementary documents in the application-package for every major and for every minor that will be affected by the proposed changes (item 7.d).
7. 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 5) 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.
8. Presuming that approvals subsequent to Academic Council’s are gathered on-pace, since programming of IDP major(s)/minor(s) is necessarily at stake in a Permtag application (see note 5 above concerning item 3), Registration & Records undertakes to make Permtag applications approved by AC no later than December of one academic year, effective as early as the Fall semester of the following academic year.
9. Please ensure that all information in this form is correct and consistent with the other documents in your application-package.
10. Please ensure that all supplementary documents entailed by your Permtag application are also submitted within your application-package under the same Unique Number. In particular, **the Provost’s Office now requires** a **Program Modification Form** (it may be downloaded from the link at <http://luc.edu/academicaffairs/curriculumresearch/curriculumdevelopment/programdevelopment/>), and a **Major/Minor Grid** showing side-by-side how the proposed permanent tag and inclusion fit into or affect the structures of the major/minor.