



**Course Inventory Form**  
**Office of Registration and Records**  
**Lewis Tower – Water Tower Campus**  
 820 N. Michigan Avenue, Suite 510 | Chicago, Illinois 60611  
 Phone: (312) 915-7221 | Fax (312) 915-6452

Revised:  
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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](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. 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>	

<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      Winter      JTerm      Spring      Summer      As Needed

<b>8. Course Equivalencies</b>	This course is <b>Equivalent</b> to:		
	Subject:	Course:	Title:
	Subject:	Course:	Title:
<b>9. Cross-listings</b>	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)		

<b>10. Credit Hours</b>	10.1. Credit Hour Type:		
	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		

<b>14. Repeat Rules</b>	14.1. May be repeated for additional credit <i>without permission</i> :		
	14.2. If repeatable, Maximum Credit Hrs. Accruable:	14.3. Maximum completions allowed:	
	14.4. Students may enroll in multiple sections within same term:		

15. Permission/Consent required to take course:	15.1. Type
16. Special Topics Course: Yes	
<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:
20. Instruction Mode:	
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. Please select the Engaged Learning Category:
26. This course satisfies the following <b>Interdisciplinary Requirement</b> :
27. This course is ALWAYS <b>Writing Intensive</b> (for all sections):
28. This course satisfies an <b>Honors Requirement</b> :                      Yes                      No

<b>29. Enrollment Restrictions</b>	29. Enrollment Restrictions?
	30. Select if Enrollment Restrictions <b>do not</b> control registration. ( <b>Included in 7.2 as description ONLY</b> )
	31. Pre-requisites that <b>control registration</b> (specify course(s) and grade required):
	32. Co-requisites that <b>control registration</b> (specify course(s) and grade required):
	33. 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):