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



**Change in Existing Course**

College of Arts and Sciences

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

|  |  |  |
| --- | --- | --- |
| **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**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Please list all courses with which this course is cross-listed** (please ensure changes are not only approved by partner-units for this class but also made in parallel for cross-listed classes):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Please list all Interdisciplinary Tags this course bears** (please ensure changes are approved by partner-units):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Please list all major(s)/minor(s) for which this course is specifically required, a requirement-option choice, or an elective** (doublecheck Academic Requirements Outlines for current programming):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

1. **Does this application seek to discontinue the course?**  Yes No
2. **Please explain concretely the rationale(s) for the change(s) being proposed for this course.**
   1. [list, as applicable]
3. **Please indicate specific change(s) for the Course Catalog**:
4. **New Course Title** (no more than 50 characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Title Abbreviation** (no more than 30 characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **New Course Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Changed Course Description**:

**Course focus** (no more than 50 words):

**Learning outcomes** (no more than 30 words):

1. **Changed Pre-requisites or other Enrollment Restrictions**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Anticipated Instruction-Modes**:

|  |  |  |  |
| --- | --- | --- | --- |
| Face to Face | Online | Hybrid (>75% online) | Blended (30% to 75% online) |

1. **Other Change(s)** (including any changes in resources; please specify):
2. **Please indicate specific change(s) of programming for the course in major(s)/minor(s)**:
3. **Please list all courses for which the changed course will be a pre-requisite** (note particularly changes from information in #1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Please list all major(s)/minor(s) for which the changed course will be specifically required, a requirement-option choice, or an elective, and which one** (note particularly changes from information in #1, specific requirements or choices in question, and whether the changed course will *replace* any *presently* required or requirement-option courses):

|  |  |  |
| --- | --- | --- |
| **The changed course will be, in the following major(s)/minors – please specify particular lists if applicable** (e.g., TREE 358 will be an option on the Ethics list of the fictional FRST-BS)**:** | | |
| **Specifically required** | **Requirement-option choice** | **Elective** |
|  |  |  |

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/Spring]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Supplementary Documents for this Course Change application** (ensure they are submitted and indexed with this application-package):
   * **Syllabus**
   * **Course Inventory Form (and additional CI forms for cross-listed courses as needed)**
   * **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 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!

Course Change: Associated Instructions

1. The Course Change application is used when a course’s home department seeks to change its programming in the Course Catalog. It now *excludes* requests by second academic units to create new courses for the purpose of cross-listing the existing course or to tag the existing course for the purpose of including it in an interdisciplinary major/minor: those changes may be sought concurrently with Course Changes by the home department but by means of separate applications initiated by the second units.
2. The heading information of the Course Change 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 Course Change 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 Course Change 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/>).
   1. “Advisory” pre-requisites are stated in LOCUS’s Course-Description box *only*; they correspond to item 7.2 of the Course Inventory form, and item 30 should be selected.
   2. “Enforced” pre-requisites are *both* stated in LOCUS’s Course Description *and* programmed as Enrollment Conditions: LOCUS will block students who have not satisfied them, from registering for the course. Both item 7.2 of the Course Inventory Form and items 29-33, as appropriate, should be filled in, and item 30 *not* selected.
5. If the course is to be discontinued (“yes” to item 2), the reason why remains good to know (item 3), and Registration & Records will want a Course Inventory Form (item 7) filled out for discontinuation of the course (items 2.1, 2.2, 2.3, 2.4, and 2.6 or 2.7 of the Course Inventory Form), but other items of the form can be skipped and other supplementary documents omitted.
6. The rationale in item 3 of the application-form should be as full as needed to make clear your plans for the course and 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.
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 4.f) 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. Item 5 registers, and should highlight, all changes in major/minor programming associated with the course-change, but also 5.b registers the specifics of the broader question in item 1: is the course (i) *specifically required* in any major/minor, so that all students pursuing the major/minor must complete it successfully, (ii) included in a list of specified courses from which students pursuing the major/minor must successfully complete a certain, smaller number of courses, and if the major/minor includes more than one such list in which list(s) does the course figure, or (iii) covered by a wildcard-rule such as “students take three TREE 3## electives”?
   1. Course Changes will necessitate Change in Major/Minor applications if they will need to change existing programming of the ARR(s) in order to satisfy a specific requirement or requirement-option choice.
   2. Course Changes will *not* necessitate Change in Major/Minor applications if they will all be picked up as desired in the major/minor by an *existing* elective-rule, or if existing programming of the ARR(s) will not need to be altered in light of the Course Changes.
   3. *Equivalent* courses need their counterparts in subject-areas *not* covered by an elective rule, to be included 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). LOCUS can, however, drill down to equivalent course-numbers for specifically programmed required course and requirement-options, so this extra step is not necessary in those instances.
   4. 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, even if Change in Major/Minor applications are not required.
9. Presuming that approvals subsequent to Academic Council’s are gathered on-pace, Registration & Records undertakes to make course-changes approved by AC no later than February of one academic year, effective as early as the Fall semester of the following academic year, and course-changes approved by AC no later than March of one academic year, effective as early as the Spring semester of the following academic year; but changes in major/minor programming must be approved no later than December of one academic year in order to become effective as early as the Fall of the following academic year.
10. Please ensure that all information in this form is correct and consistent with the other documents in your application-package.
11. Please ensure that all supplementary documents entailed by your Course Change application are also submitted within your application-package under the same Unique Number.