Process to propose permanent class and special topics

Permanent class:
1. Fill out blank CRS (Course Request Form) and submit to Santhi (santhin@uic.edu)
   a. You have to pick a course number. See current courses to see what is already in use and
      pick something available. We are trying to group the middle number by topics, so keep
      that in mind when proposing a course number – discuss with your research group if you
      need further input on choosing a number.
2. Santhi transcribes the information from your for to the university’s CRS and works with faculty
   proposer to ensure all needed information is added to the course
3. Proposed final copy is sent to DGS &/or DUGS for respective committees vote and approval. 1xx-
   3xx just undergrad committee, 4xx – undergrad & grad, 5xx – just grad committee.
   a. Proposer is expected to be present at the committee meeting(s) to answer any
      questions.
4. Proposer makes any edits recommended by committee and sends revisions to Santhi
5. Upon committee approval, Santhi submits approval of course on behalf of the department. It is
   automatically sent to the appropriate parties for approval (EPC and other units if cross-listed)
6. DUGS at EPC meeting presents the course for approval. Proposer, DUGS & Santhi will make any
   edits proposed by the EP meeting
7. EPC approves – goes to University’s Academic Affairs for approval.

Process takes ~8-12 months for final approval

Special Topics:
- CS 194, 294 & 394 – just for undergrad students
- CS 494 - if for both undergrads and grads
- CS 594 – just for graduate students

1. Prepare proposal - Must have: title, rational for course, course objectives, Textbooks/readings
   used, Topics (by week – 15 weeks), class meeting (one 150 minute/week or two 75
   minutes/week or three 50/weeks), method of instruction, student deliverables, pre-requisites,
   exams, overlap with other CS & non-CS classes offered by UIC. Similar to permanent course
   proposal, but no format restrictions.
2. Send proposal to DGS &/or DUGS and Santhi by deadline
3. Graduate &/or undergraduate committees will review and either ask for more information or
   approve.
4. If approved, the proposer will work with Mitch & Santhi to schedule the class
5. To maximize exposure of class for registration and thus enrollment, submit proposal by deadline
   set by the DGS &/or DUGS
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Guidelines for filling out the CRS form

You can find Academic Affairs help topics at [http://academicprograms.uic.edu/oaa/CourseRequestHelpTopics.asp](http://academicprograms.uic.edu/oaa/CourseRequestHelpTopics.asp). Below are list of fields you should pay particular attention to.

- General request – Provide a rationale for the request. Per Academic Affairs “A well-prepared rationale will assist reviewers in quickly assessing the type of review and extent of review required at that level, especially for course changes. A well-written rationale may expedite the review of the request”.

- Course number – After choosing the level, last two digits should be grouped with similar topics. You can find current numbers used with descriptions online at:
  - [https://catalog.uic.edu/gcat/course-descriptions/cs/](https://catalog.uic.edu/gcat/course-descriptions/cs/)
  - [https://catalog.uic.edu/ucat/course-descriptions/cs/](https://catalog.uic.edu/ucat/course-descriptions/cs/)

- Course title – Limit *100* characters for long and *30* for short. Spaces are included in the character count.

- Course description – Limit of *250* characters. Samples of previous CS description in the links above. The description should be “well-written statement that accurately reflects the content of the course”. It should “focus on the content of the course. Course objectives, homework assignments, grading methods, etc., should not be included; and be consistent with the information provided in other items on the form. The most important topics in the course should be included”.

- Cross-list – if you want to cross-list the course, try to keep the course number the same in both units. Controlling department should initiate the CRS

- Major topics – semester is 15 weeks long, each credit hour for class should be equivalent to 1 hours per week (50 minutes meeting time). So, if 3 credit hours – topics including exams should total 45 hours.