Graduate Level Courses

This information is located in the Graduate Policies and Procedures Manual.
(Section One- I, page 15)

I. Graduate-level Courses

Dual-level courses (graduate or undergraduate) are numbered 50000 through 59999. The Graduate Council has joint jurisdiction with the appropriate college/school faculties for approving 50000-level courses.

Graduate courses are numbered 60000 through 69999. Each 60000-level course is proposed by the degree-granting department directly to the Graduate Council. Numbers 69000 through 69799 are used for graduate study courses and seminars. Number 69800 is used for master’s thesis research and number 69900 is used for doctoral thesis research. The Graduate Council has final jurisdiction for the approval of all 60000-level courses. These courses are developed by the appropriate degree-granting department and forwarded, with the approval of the dean of the college/school, to the Graduate Council for appropriate action.

Graduate Council policy specifies that a 50000- or 60000-level course cannot be scheduled to meet together with an undergraduate-level course without prior approval of the dean of the Graduate School. Approval may be granted on a limited term basis.

1. 50000-level Courses (dual-level)

Graduate Council policy requires that courses at the 50000-level in the Purdue system should be taught at the graduate level and meet four criteria: a) the use of primary literature in conjunction with advanced secondary sources (i.e., advanced textbooks); b) assessments that demonstrate synthesis of concepts and ideas by students; c) demonstrations that topics are current, and; d) components that emphasize research approaches/methods or discovery efforts in the course content area (reading the research, critiquing articles, proposing research, performing research). Such courses should be taught so that undergraduate students are expected to rise to the level of graduate work and be assessed in the same manner as the graduate students. The enrollment of undergraduates in 50000-level courses is restricted to upper-division (i.e., junior and senior) students, unless a waiver has been granted to a particular lower-division student by the dean of the Graduate School after consultation with the instructor and the head of the department involved. In the rare case that a student of lower classification should be advised to enroll in a 50000-level course, the Course Request (Registrar's Form 23) should contain a brief justification in the “comments” section and should bear the additional signatures of the instructor and department head responsible for the course in question.
The Graduate council recommends the Purdue Graduate School initiate a review of 50000 level courses. The review should be done at the department level and performed, at minimum, every five year thereafter. Each department should review their 50000 level courses to see that they meet current criteria for 50000 level courses (see above). *(See statement regarding plagiarism, Section I,F,1,a.)*

2. **60000-level Courses**

Courses at the 60000-level generally are restricted to graduate students to facilitate the preservation of the highest course quality and, thereby, to help maintain strong graduate programs. However, some exceptional senior undergraduate students may be allowed to register for a 60000-level course under the following conditions:

a. The student has a cumulative index of at least 3.4 or has been admitted to a graduate program for a subsequent session; and

b. The student's semester (session) load is no more than 16 hours with the inclusion of one 60000-level course.

Graduate School approval is required if the requested 60000-level course is not offered in a subject field administered by the academic college/school in which the student is enrolled. The *Course Request (Registrar’s Form 23)* should contain a brief justification in the “comments” section and should bear the additional signature of the course instructor. *(See statement regarding plagiarism, Section I,F,1,a.)*

3. **Special Topics, Variable Title, Variable Credit Courses**

A graduate degree-granting academic unit (i.e. department/school/college) may request Special Topics Courses (variable title/variable credit/temporary) at the 50000 and/or 60000 level. Requests are approved by the Graduate Council. Faculty should contact the departmental schedule deputy to set up new sections of a Special Topics course under a specific title. Each specifically titled Special Topics course may be offered no more than two times. To continue offering the course under the same title, the academic unit must request a permanent course number (See Section 1, I, Graduate Level Courses). To obtain a new course number, a Form 40G and supporting document must be sent to the Graduate School, (Graduate Programs Office, Room 160).

4. **80000-level Courses**

The Graduate School approved the renumbering of the 50000-level professional degree courses to the 80000-level for the College of Pharmacy, Nursing and Healthy Sciences, and the School of Veterinary Medicine effective with the fall 2008 semester. Based on
the current policies of the Graduate School concerning graduate and professional degree programs:

a. The creation, deletion, and content of 80000-level courses reside with the appropriate college/school. No approvals from the Graduate School are necessary.

b. The newly numbered 80000-level courses are for professional degree students. Graduate students can take 80000-level courses, with consent of the instructor. While the credits count in the calculation of the overall GPA, the course and credit hours cannot be used on the graduate student’s plan of study.

c. Professional degree students can take a graduate (50000- or 60000-level) course, with consent of the instructor. The decision to use credit from graduate course in meeting the degree requirements of the professional degree program rests with the program.

d. In the event a graduate student needs the content of an 80000-level course as credit on a plan of study, a variable title 59000 or 69000 course could be arranged with the instructor. The 59000 or 69000 course would be subject to the same restrictions that currently exist for the use of such courses (e.g., a graduate student needs information from an 80000-level course, CLPH 8XXXX, Principles of Drug Information and Literature Evaluation, which is needed to support his or her research).

5. **Graduate-level Course Designation: Campus-based or System-wide**
   
a. Campus-based Courses: new or existing course that is proposed by or offered by an academic unit on one system campus only. Campus-based courses may not be added to the academic offerings at other system-campuses. Campus-based courses may be available to students at other system campuses via distance delivery. See Appendix XXX for documentation required for course approvals, campus restricted courses.

b. System-wide Course: new or existing courses that is proposed by, or offered by two or more campus departments. Campus departments which offer system courses are expected to maintain content synchrony as updates are made in order to ensure that credits can be transferred seamlessly. If a campus department proposes to adopt a course from another campus(es), it would be with the approval of the department(s) on the campus(es) which offer the course. See Appendix XXX for documentation required for course approval of Purdue system courses.

6. **New Graduate-level Courses and Upgrading of Level of Courses**

   Proposals by faculty for new 50000- and 60000-level courses and proposals to upgrade the level of existing courses (e.g., 40000 to 50000 or 50000 to 60000) are made by submitting a Request for Addition, Expiration, or Revision of a Graduate Course (Registrar's Form 40G), to the Graduate School, via the head of the degree-granting
graduate program and the academic college/school dean. Prior to submitting a request for a new course, the proposer(s) should review all courses in the subject area offered throughout the system for similarity. A conscious decision should be made to submit a request for a new course if a comparable course already exists. The supporting document (appended to the Registrar’s Form 40G) is required for a new course proposal and to upgrade the level of an existing course. If the course request is submitted from a department/campus that has approval to offer a graduate degree program, the Form 40G and supporting documents are sent directly to the Graduate School. If the course request is submitted from a department/campus that does not have approval to offer a graduate degree program, the Form 40G and supporting document must be sent to an appropriate department/campus with an ICHE approved degree program and be approved by the head of the graduate program and the academic dean. The proposed number for a new course is coordinated with the Office of the Registrar. The original Form 40G, with one copy of the supporting document, should be submitted.

The Form 40G is transmitted to the Office of the Registrar after approval of the new course by the Graduate Council. The Form 40G provides essential information, such as the title, class and credit hours, prerequisites required, and the course description. The description should provide a brief, crisp, and clear statement of what the course is about. See Section 1.1.4.a & b for information on course designation and required documentation.

The supporting document (appended to the Form 40G), which is required for each new course proposal, request to upgrade the level of a course, request to add an existing course must provide the following information in Section I of the supporting document:

a. Justification for the Course: Provide a complete and detailed explanation of the need for the course (e.g., in the preparation of students, in providing new knowledge/training in one or more topics, in meeting degree requirements, etc.), how the course contributes to existing majors and/or concentrations, and how the course relates to other graduate courses offered by the department, other departments, or interdisciplinary programs

Justify the level of the proposed graduate course (50000- or 60000-level) including statements on, but not limited to: (1) the target audience, including the anticipated number of undergraduate and graduate students who will enroll in the course; and (2) the rigor of the course.

b. Learning Outcomes and Method of Evaluation or Assessment: Describe the course objectives and student learning outcomes that address the objectives (i.e., objectives and student learning outcomes that address the objectives (i.e., knowledge, communication, critical thinking, ethical research, etc.). Describe the methods of evaluation or assessment of student learning outcomes. (Include evidence for both direct and indirect methods.) Include a statement describing the grading criteria that will be used to assess students and how the final grade will be determined. Identify the method(s) of instruction and describe how the methods promote the likely success of the desired student learning outcomes.
c. **Prerequisites:** List prerequisite courses by subject abbreviation, number, and title. List other prerequisites and/or experiences/background required. If no prerequisites are indicated, provide an explanation for their absence.

d. **Course Instructor:** Provide the name, rank, and department/program affiliation of the instructor(s). If the instructor is not currently a member of the Graduate Faculty, indicate when it is expected that a request will be submitted.

e. **Course Outline:** Provide an outline of topics to be covered and indicate the relative amount of time or emphasis devoted to each topic. If laboratory or field experiences are used to supplement a lecture course, explain the value of the experience(s) to enhance the quality of the course and student learning. For special topics courses, include a sample outline of a course that would be offered under the proposed course.

f. **Reading List:** A primary reading list or bibliography should be limited to material the students will be required to read in order to successfully complete the course. It should not be a compilation of general reference material. A secondary reading list or bibliography should include material students may use as background information.

g. **Library Resources:** Describe the library resources that are currently available or the resources needed to support this proposed course.

It is helpful in the review process to include an example of a course syllabus. An example may be found in Appendix K.

7. **Revision or Expiration of an Existing Graduate-level Course or Addition of an Existing Course**

Requests to revise or delete a graduate-level course or to add an existing course are made by submitting a Request for Addition, Expiration, or Revision of a Course (Registrar's Form 40G) to the Graduate School, via the head of the degree-granting graduate program and the academic college/school dean. The top of the Form 40G should be marked to indicate the nature of the change(s). Complete only the sections on the form that identify the course and that indicate the effective date and changes to be made, including a brief justification for the changes. These requests are reviewed and approved administratively by the Graduate School and are reported to the Graduate Council.

If the number, title, and description of a course are all changed, it is considered to be a new course. A number that has been used for a course being deleted cannot be used again. Instructions for completing the Registrar's Form 40G are provided on the Office of the Registrar’s website with the form.

a. **Adding an Existing Course:** Requests to add an existing course are made after all campuses that have approval to offer the course have been consulted. These campuses can be determined by consulting the registrar’s course repository. See Section 1.I.4.a & b for information on course designation and required documentation.
A course with the same subject abbreviation and number must have the same title and description at all campuses that have approval to offer the course. The Form 40G should be checked to “Add existing course.” The form should be completed the same as for a new course, including a supporting document. (See Section I-I-3 above). The campus requesting to add an existing course will send a copy of the Registrar’s Form 40G, with the supporting document to the head of the department at each campus that has approval to offer the course. Any concerns or questions about the request are to be directed to the campus requesting the addition of the course, and any issues should be resolved between the departments/campuses. The signature of each department head is required on a copy of the Registrar’s Form 40G, and the form is to be returned to the requesting department/campus. The academic dean’s signature is required only from the campus requesting the addition of the course. After the forms have been collected, the department requesting the addition of the course will submit all signed forms to the Graduate School and include a statement verifying that the course covers the same material as the existing course. If the request to add an existing course is not approved by one or more of the campuses that offer the course, the proposing campus may request approval for a new graduate level course following the policies and protocol relevant to such a request.

b. *Revising a Course:* Requests for changes in the title and description of a course must be coordinated with all campuses that have approval to offer the course before the request is submitted to the Graduate School. The signatures of the department head and academic dean at all campuses approved to offer the course are required on the Form 40G. If all campuses are not in agreement with the requested change, the department/campus requesting the change may submit a request for a new course to be approved by the Graduate Council. Other changes (e.g., prerequisites, class pattern, sessions offered, etc.) require only the approval of the campus requesting the change. See Section 1.I.4.a & b for information on course designation and required documentation.

c. *Expiring a Course:* Requests to expire a course are submitted directly to the Graduate School from the campus requesting the expiration.

Each year, the Graduate School, as authorized by the Graduate Council, distributes to departments lists of courses that have not been offered for five years. This annual review applies to all Purdue campuses. Departments are required to either expire these courses or provide justification for retaining them in the registrar's course repository.