

Narrative for Course Addition Process (New Course)

1. Department identifies a new course to offer.
2. Check that the new course is not a modification to a current offering that is in Banner.
3. If the course is new, supporting documentation is gathered by the department.
Both A, B & C below are acquired:
 - a. Workflow request
 - b. Add attachment for rational of new course
 - c. A syllabus is provided for the new course

Graduate Level Courses: All grad courses ***MUST*** be sent to the Graduate School, prior to being submitted to the Office of the Registrar. All Graduate School requirements apply to these courses along with the Office of the Registrar requirements. Graduate School information for completing course modification processes: *The Policies and Procedures Manual for Administering Graduate Student Programs, Section I (Administering Graduate Programs), I (Graduate-level Courses), Section I – Page 13:*
http://www.gradschool.purdue.edu/downloads/Graduate_School_Policies_and_Procedures_Manual.pdf

The “Documentation and Signatures Required for Graduate Course Approvals” is on the Graduate Programs Office webpage at the following location:
<http://www.purdue.edu/gradschool/documents/gpo/Purdue%20System%20Courses%20Signatures%20and%20Documents%20Required.pdf>
<http://www.purdue.edu/gradschool/documents/gpo/Campus%20Restricted%20Courses%20Signatures%20and%20Documentation%20Required.pdf>

For the Supporting Document (Section II) when adding “distance” to an existing course, on the Office of the Registrar’s Website: <http://www.purdue.edu/registrar/documents/forms/Supporting-Documents-Form-40G-Adding-Distance-Delivery.docx>

Undergraduate Level Courses: Depending on the College/School, certain forms will need to be preapproved by their Undergraduate Curriculum Committee, prior to being submitted to the Registrar’s Office.

4. Proposed Subject Abbreviation –
 - a. Approved SUBJECT CODE is in STVSUBJ
- If new subject code is being requested must upload a memo
 - b. Proposed Course Number (5 digit course number)

Course Numbers: All course numbers may only be used once for a course in order to allow our repeat course audit to work properly. Before submitting a form for a new course or renumber, please make sure the course number is available. Please remember Purdue now uses 5-digit course numbers to allow more options for the departments. This may be verified through the following:

Legacy Course Catalog: <https://www.purdue.edu/registrar/legacy/catalog.cfm>
Banner Course Catalog: <https://wl.mypurdue.purdue.edu/cp/home/displaylogin>

5. Undergrad or Grad Course -dictated by the course number
 - a. Level of courses – UG (Undergraduate), GR (Graduate) & PR (Professional)
 - i. 00100 – 09999 UG
 - ii. 10000 – 29999 UG, PR
 - iii. 30000 – 49999 UG, GR, PR
 - iv. 50000 – 59999 UG, GR, PR
 - v. 60000 – 69999 GR, PR
 - vi. 80000 – 89999 PR
 - vii. 90000 – 99999 UG, GR, PR

- b. **Course Titles:** Course titles should reflect the content of the course.
 - i. Proposed Long Title
 - ii. Proposed Short Title (Abbreviated Title is maximum of 30 characters)
- c. Terms Offered (Summer, Fall, Spring) **Default to All**
- d. Campus Involved
 - 1. PWL – Purdue West Lafayette
 - 2. PNC – Purdue North Central
 - 3. PUC – Purdue Calumet
 - 4. PFW – Purdue Fort Wayne
 - 5. PIU – IUPUI
 - 6. CEC – West Lafayette Continuing Ed
 - 7. TAN -Anderson
 - 8. TCO - Columbus
 - 9. TDY - Indianapolis
 - 10. TKO – Kokomo
 - 11. TLF – Lafayette
 - 12. TNA – New Albany
 - 13. TRI – Richmond
 - 14. TSB – South Bend
 - 15. TVN – Vincennes

Multiple Campuses: *There is only one version of a course in the catalog!* Forms requesting title, credit, schedule type, description, renumber or attribute modifications for courses offered at multiple campuses, **must** be agreed upon by all involved, otherwise the request will be denied and no change will be made. If agreed, the modification will be made and will affect all campuses, not just the campus requesting the change. Standard turnaround time for all approvals/denials is 30 days.

- e. What is the effective term?
- f. Credit hours for course
 - http://www.purdue.edu/registrar/documents/forms/Credit_Hr_Guidelines.pdf
 - i. Fixed Credit Hours
 - ii. Variable Credit Range (Minimum to Maximum)

Temporary Courses: *Temporary courses are courses that are either variable title, variable credit and/or special topics. Courses offered under a specific title, may only be offered in this manner three times. After that, the course must be made into a permanent course.*

- g. Enter Equivalent Credit
 - **Course Equivalence:** *There are only three instances that would allow equivalence*
 - 1. Renumbering of a course
 - 2. Change in course subject
 - 3. Cross-listed courses

Equivalentents are term dependent. Enter the equivalent subject, course number, start term and end term.

AGRY 25500 and NRES 25500 are an example of a cross listed course that is equivalent. These courses are the same exact course; however they have a different subject abbreviation for student registration. A student cannot obtain credit in both instances of these courses towards GPA calculation.

- h. Is the course repeatable?
-Yes...next (each attempt will be included in the GPA)
- i. What is the number of registration attempts a student can take this course?

The repeat regulations were updated on 12/5/13 to accommodate the new Registration Attempt Policy approved by University Senate Document 12-6 in April 2013.

The new regulation now states that a 4th registration attempt to repeat the course (includes W) will require additional approval and will error to the student in SSB. If additional attempts are needed reference the [request exception email](#).

Grade Modes

- j. Grade Modes (Course Attributes)
 - i. Pass/Not Pass
 - ii. Satisfactory/Unsatisfactory Only
 1. Grade mode options – Can include these:
 - a. G – Grade
 - b. A – Audit
 - c. P – Pass/No Pass
 - d. S – Satisfactory/Unsatisfactory
 1. (for 0 credits only except for 698 and 699)

Items to consider for the Grade Mode Block.....

- *Grade Mode G, A, and P are entered for nearly every course.*
- *If the Course Form is checked for P/NP (Pass/No Pass) then ONLY put in A and P grade modes.*
- *If the course only has a grade mode of Satisfactory, enter S grade mode. Ensure that the course is only a zero credits. The only exceptions are 69800 and 69900 course offerings and Study Abroad courses. These courses have credit (>0) and grade mode is Satisfactory.*
- *Equivalent Grade Mode is no longer an option for PWL. This is typically on thesis and Calumet courses only.*

- k. Credit by Examination
 - l. Fees – with explanation
 - i. Coop
 - ii. Lab
 - iii. Rate Request

Should this course have full-time privileges? .

Full-Time Privilege attributes a full-time enrollment status for the purpose of reporting to the national student clearing house. This is for an in-school deferment for a course that typically would not meet the Graduate School requirement of having to be enrolled in eight credits to be considered full-time for a term.

Course Fees: *The following fees are provided on the form: Coop, Lab, and Rate Request. In order to ensure the accurate fee is assessed on a course, the Bursar's Office needs an explanation included with the course form along with the business manager's contact information if additional information is needed.*

- m. Meeting Schedule

Schedule Types/Credit Hours: *The following links will provide explanations of the schedule types and credit hours to assist in assigning accurate types to a course.*

<http://www.purdue.edu/registrar/forms/schedule-type-classifications.html>

Determine:

1. Minutes per meeting
2. Meetings Per Week
3. Weeks Offered
4. % of Credit Allocated to each schedule type (if more than one)
Each course should be represented in 16 week section even if you want to offer the course as an 8 week or less.

n. Schedule Types:

http://www.purdue.edu/registrar/documents/forms/Credit_Hr_Guidelines.pdf

1. Lecture
2. Recitation
3. Presentation
4. Laboratory
5. Lab Prep
6. Studio
7. Distance - UG course get distance, not GR or PR levels
8. Clinic
9. Experiential
10. Research
11. Individual Study
12. Practice/Observation

o. Restrictions – where is the list to pull from for restrictions (hyperlink) reference report on our webpage

1. Class level restrictions
2. Field of study
3. Degree restriction
4. Program restriction
5. College Restriction
6. Campus restriction
7. If this is a Polytechnic Course offering, do we assume to add TSW

p. Prerequisite information (pre –req or co-req) can only select from active offerings in Banner catalog

Restrictions/Prerequisites: *If restrictions are being requested, please provide the proper Banner codes (major, program etc.) to ensure all are accurately reflected on the course. All codes may be found on our website under Advisors / Active PWL Major Programs, and Active PWL Minors links:*

http://www.purdue.edu/registrar/Reg_Main_Pg/Active%20PWL%20Programs.pdf

<http://www.purdue.edu/registrar/documents/faculty/advisors/Active-Minors.pdf>

- Typically the most limiting restriction is added to course
- Restriction Types: major or program or school codes; never use more than one
- Use the words “and” or “or” when filling out form instead of commas.
- Co-requisite= courses are always required to be taken at the same time
- Concurrent prerequisite= course may be taken during the same semester or in a previous term
- 60000-level prerequisites are not enforced, they are added to description as informational text

If there is an equivalent course the department would like listed with the prerequisites, that specific course will need to be specified on the course form in order to have it enforced through the system.

Please note that the GR student attribute that is applied to each graduate student during the admissions process will trump the documented prerequisites for all 50000 level courses.

- *50000 level courses will be enforced by prerequisites for undergrads. The GR student attribute is assigned by the Graduate School to students who did not complete their undergraduate degree at Purdue University. This will allow that population of graduate students to register for the course.*
- *60000 level courses will not have prerequisites enforced and will read as text only in the course description. This is no change from the current process. The GR level restriction is on each course.*
 - *It should be noted that if you have 60000 level courses that you wish to monitor to ensure that the appropriate prerequisites are being enforced, please use Department or Instructor Consent.*

- q. Add Course description
- r. Add Learning Outcomes

8. Send to Department Head or designee for signatures
9. Send to Dean or designee for signatures
10. Send to Office of the Registrar (OTR) where the course is added to SIS
11. OTR sends approved copies to all departments involved
12. Anytime a change is made to a course with a Core Transfer Library listed in course description, alert Credit Evaluation Office in Admissions.