Course Narrative
Existing Course (Various Changes)

1. Department/faculty decide to make a change to an existing course:
   -Possible changes:
   a. Change in Course Number
   b. Change in Course Title
   c. Change in Course Credit - may affect schedule type
   d. Change in Course Type
   e. Change in Prerequisite
   f. Change in Restrictions
   g. Change in Course Description
   h. Change in Schedule Type
   i. Adding Course Equivalent
   j. Transfer from One Department to Another
   k. Addition of New Subject Header
   l. Full Time Privilege
   m. Pass/Not Pass only
   n. Satisfactory/Unsatisfactory Only
   o. Repeatable

2. What campus is the course offered?
   1. PWL – Purdue West Lafayette
   2. PNC – Purdue North Central
   3. PUC – Purdue Univ. 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

3. Office of the Registrar reviews request
   a. Run Impact Report
   b. Is the course required on a Plan of Study?
   c. Is the course a prerequisite?
   d. Is the course an equivalent for a course on a Plan of Study?
      i. If course is included on POS, change cannot be made until following fall.
      ii. If course not on POS, change can be made for next registration term

4. If other department or campus is involved, send to them for approvals.
5. Send to original Department Head for approval
6. Send to original Dean or designee for approval
7. Send to Office of the Registrar for final review
8. Office of the Registrar makes updates to SIS
9. Notice sent to all departments, campuses, and advisor listserv
10. Notice sent to admissions if course has CTL attribute