

Course Narrative Expiring a Course

1. Initiator (Department/Faculty) decide to expire a course
2. Which campus is this course being expired from?
 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. Initiator will check that the course:
 - a. Is or isn't required on a Plan of Study?
 - b. Is or isn't a pre-requisite?
 - c. Is or isn't an equivalent for another course?

Check if it is an Equivalent Course

There are only three instances that would allow equivalence

Renumbering of a course

Change in course subject

Cross-listed courses

Equivalents are term dependent. Enter the equivalent subject, course number, start term and end term. Ex: AGRY 25500 and NRES 25500 are cross listed courses and they are 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.

4. Office of the Registrar reviews request
5. Office of the Registrar send to other campus or other department if necessary.
 - a. If not, send to originating department
6. Send Department Head or designee for approval
7. Send Dean or designee for signature for approval
8. Office of the Registrar for final review
9. Office of the Registrar expire course in SIS
10. Send notice to all departments and campuses involved including advisor listserv.
11. Email is sent to admissions, Janet Siefers if an attribute of CTL (Core Transfer Library) is on the course