Department/faculty decide to make a change to an existing course.

Run Impact Report:
1. Is this on Plan of Study?
2. Offered at another campus?
3. Pre-req?
4. Equivalent course?

Office of the Registrar Reviews and moves request forward

Campus the course is offered?
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. TDI – Indianapolis
10. TKO – Kokomo
11. TLF – Lafayette
12. TNA – New Albany
13. TRI – Richmond
14. TSB – South Bend
15. TVN – Vincennes

Office of the Registrar make changes to SIS
If course has attribute of CTL send email to Janet Siefers (admissions) to let her know of expiration.

Office of the Registrar Reviews and moves request forward

No

Department Head notification/approval

Yes

Handed over
Department Head approval

Associate Dean approval

Notice sent to all departments and campuses involved including advisor listserv

Must wait for Fall
Contact other departments involved for approval

Changes that can be made:
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