| New Course or Upgrade in Level of an Existing Course | Adding an Existing Course (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.) (When **cross-listing** a new course with an existing Graduate Council approved course, the new course will require these signatures, as well as the dean’s signature from both colleges) | Adding a Distance Schedule Type to an Existing Course (50000 or 60000 Level) | Changes to an Existing Course (Changes in the title and description of a course and adding Distance must be coordinated with all campuses that have approval to offer the course, before the request is submitted to the Graduate School. * Other changes (e.g., sessions offered, prerequisites, restrictions, schedule type, require only the approval of the campus requesting the change) | Course Expiration |
**Documentation Required**

Note: The proposed number for a new course is coordinated by the department/campus submitting the request and the West Lafayette Office of the Registrar, Adele Minix, 765-494-6308, lminix@purdue.edu

<table>
<thead>
<tr>
<th></th>
<th>1. Registrar’s Form 40G (Registrar’s Website)</th>
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<td></td>
<td>2. Graduate Council Required Supporting Document (attached to Form 40G on Registrar’s Website)</td>
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<td>2. Section II of Supporting Document (attached to Form 40G on Registrar’s Website)</td>
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</tr>
<tr>
<td></td>
<td>3. Course syllabus is not required but may be included</td>
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1. Registrar’s Form 40G (Registrar’s Website)

2. Graduate Council Required Supporting Document (attached to Form 40G on Registrar’s Website)

3. Course syllabus is not required but may be included
## SIGNATURES REQUIRED FOR COURSE APPROVALS
### PURDUE SYSTEM COURSES (ICHE APPROVED PROGRAMS)

<table>
<thead>
<tr>
<th>Approvals required</th>
<th>New Course or Upgrade in Level of an Existing Course</th>
<th>Adding an Existing Course</th>
<th>Adding a Distance Schedule Type to an Existing Course (50000 or 60000 Level)</th>
<th>Changes to an Existing Course</th>
<th>Course Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>department/ campus has ICHE approval to offer a graduate degree program in that major</td>
<td>1. Signature of department head and dean of the college/school from the campus(es) requesting the course</td>
<td>1. Signature of department head and dean of the college/school from the campus(es) requesting the addition of the course</td>
<td>1. Signature of department head and dean of the college/school from the campus(es) requesting the addition of the Distance Schedule Type</td>
<td>1. Signature of department head and dean of the college/school from the campus requesting the course change</td>
<td>1. Signature of department head and dean of the college/school from the campus expiring the course</td>
</tr>
<tr>
<td></td>
<td>2. Signature of Associate (Liaison) Dean(s), if submitted from a regional campus(es) (2)</td>
<td>2. Signature of department head(s) from all campuses that offer the course. (1) (The dean’s signature from those campuses is not required.)</td>
<td>2. Signature of department head(s) and deans from all campuses that offer the course (2)</td>
<td>2. Signature of department head(s) and dean(s) from all campuses that offer the course (1)</td>
<td>2. Signature of Associate (Liaison) Dean, if submitted from a regional campus</td>
</tr>
<tr>
<td></td>
<td>3. Submit to the Graduate School for approval of the Graduate Council</td>
<td>3. Signature of Associate (Liaison) Dean(s), if submitted from a regional campus(es)</td>
<td>3. Signature of Associate (Liaison) Dean, if submitted from a regional campus</td>
<td>3. Signature of Associate (Liaison) Dean, if submitted from a regional campus</td>
<td>3. Submit to the Graduate School for administrative approval</td>
</tr>
<tr>
<td></td>
<td>4. Approved form is sent to the Office of the Registrar.</td>
<td>4. Submit all original signed copies to the Graduate School for administrative approval</td>
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</table>
5. Approved form is sent to the Office of the Registrar.

(1) If all campuses are not in agreement with the request, the department/campus making the request may submit a request for a new course to be approved by the Graduate Council.

(2) If all campuses are not in agreement with the request, the request is denied.
# SIGNATURES REQUIRED FOR COURSE APPROVALS
## PURDUE SYSTEM COURSES
### (NON-ICHE APPROVED PROGRAMS)

<table>
<thead>
<tr>
<th>New Course or Upgrade in Level of an Existing Course</th>
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<th>Changes to an Existing Course</th>
<th>Course Expiration</th>
</tr>
</thead>
</table>
| **Approvals required if the course request is submitted from a department/campus that does NOT have ICHE approval to offer a graduate degree program in that major** | 1. Signature of department head and dean of the college/school from the campus requesting the course  
2. Signature of department head(s) and dean(s) of the college/school from the campus(es) that offers an ICHE approved degree program in that major  
3. Signature of Associate (Liaison) Dean, if submitted from a regional campus | 1. Signature of department head and dean of the college/school from the campus requesting the addition of the course  
2. Signature of department head(s) from all campuses that offer the course. (1) (The dean’s signature from those campuses is not required.)  
3. Signature of Associate (Liaison) Dean, if submitted from a regional campus | 1. Signature of department head and dean of the college/school from the campus requesting the course change  
2. Signature of department head(s) and deans from all campuses that offer the program (1)  
3. Signature of Associate (Liaison) Dean, if submitted from a regional campus | 1. Signature of department head and dean of the college/school from the campus expiring the course  
2. Signature of Associate (Liaison) Dean, if submitted from a regional campus  
3. Submit to the Graduate School for administrative approval  
4. Approved form is sent to the Office of the Registrar. |
4. Submit to the Graduate School for approval of the Graduate Council.
5. Approved form is sent to the Office of the Registrar.

4. Submit all original signed copies to the Graduate School for administrative approval.
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5. Approved form is sent to the Office of the Registrar.

1. If all campuses are not in agreement with the request, the department/campus making the request may submit a request for a new course to be approved by the Graduate Council.
2. If all campuses are not in agreement with the request, the request is denied.