Course -Expiring a Course

Department

Initiator decides to expire a course

Which Campus are you Expiring the course?
1. PWL – Purdue West Lafayette
2. PNC – Purdue North Central
3. PUC – Purdue Calumet
4. PFW – Purdue Fort Wayne
5. PIU – IUPUI
6. CEC – PWL 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

1. Is this on Plan of Study?
2. Is this a Pre-req for another course?
3. is this an Equivalent course?

Department Head approval

Associate Dean approval

OTR

Office of the Registrar Reviews

OTR notifies department of the outcome of the review

Office of the Registrar Final Review

Expire Course on SIS

Other Campus

Department Head notification/ approval

Department Head notification/ Approval

Notice sent to all departments and campuses involved including advisor listserv

If course has attribute of CTL send email to Janet Siefers (admissions) to let her know of expiration.