

New Undergraduate Information Checklist

Note: Previously, it has been communicated that a course suspension is not an option. This is a change from the prior procedure. We now offer a Course Suspend option. For suspended courses (previously called Course Expiration), you may use the New Undergraduate Course to reinstate the course.

GENERAL INFORMATION

1. Originating Campus
 - a. Fort Wayne
 - b. Northwest
 - c. West Lafayette/Indianapolis
2. College/School
3. Department
4. Proposed Course Number

PWL: If requesting a specific course number, please insert that full 5-digit number. If requesting the level, please indicate 100, 200, 300 or 400 for available course number assignment. PWL: Contact Maggie Gerald (will1509@purdue.edu); PFW: Contact Celia Price (pricca02@pfw.edu) for available course numbers. I am requesting a specific course number (subject to availability).

 - a. I am requesting a specific course number (subject to availability).
 - b. Assign me an available course number at the level indicated below. *If requesting the level, please indicate 100, 200, 300 or 400 for available course number assignment.*
 - c. Reactivate Suspended (previously Expired) Course
Choose this option to reactive a previously suspended or expired course.
Changes to the course that would alter content and impact grade replacement for students needing to retake the course will not be permitted. If you have questions, please contact Maggie Gerald (will1509@purdue.edu).
5. Proposed (Prefix) Subject Code and Course Number
6. Short Title

Maximum of 30 characters, including spaces; all words start with a capital letter. Short Title can match Long Title if under 30 characters or should be an abbreviated version not a different title.
7. Long Title

Maximum of 100 characters, including spaces; all words start with a capital letter.
8. Is this course Variable Title?
 - a. No (most common)
 - b. Yes
9. Is this course equivalent to any other Purdue course?

Equivalent courses must have matching titles, credits, description, and learning outcomes.

 - a. No (most common)

- b. Yes
 - i. If yes, what is the equivalent course? Please indicate if the equivalent course currently exists or is also newly proposed.

COURSE INFORMATION

10. A syllabus is required for all new courses.
You will be asked to upload the syllabus.
11. Course Description
The description is published in the University Catalog and is also available via the course schedule and myPurdue. The course description should be concise (2-3 sentences) and provide the reader an understanding of the purpose and content. Do not include detailed course content or outlines. Whenever possible, avoid jargon, highly technical terminology, and special symbols.
12. Course Outcomes
For this purpose, 'outcome' and 'objective' are used interchangeably. Course outcomes are formatted as the statement(s) following "At the end of this course, the student should be able to..." IMPACT suggests 3-5 outcomes per course, regardless of credit hour.
13. Should any special grade modes be added? All courses include Regular Grade, Audit, and Pass/No Pass.
 - a. No other grade modes (most common)
 - b. Satisfactory/Unsatisfactory (S; 0-credit courses only)
 - c. Credit/Non-Credit (C; used for Credit by Exam)
 - d. Departmental (D)
14. Will this course ALWAYS be offered as an Honors course for all students enrolled?
Students have the option to request an Honors contract for all courses; if a course is ALWAYS Honors, an attribute is assigned.
 - a. No (most common)
 - b. Yes
15. Is this a fixed or variable credit course?
 - a. Fixed (always the same credit)
 - b. Variable Range (Minimum TO Maximum; e.g. 1.00 to 12.00)
 - c. Variable Fixed (Minimum OR Maximum; e.g. 2.00 or 3.00)
16. Credit(s)
Credits should be listed in X.XX format (e.g. 3.00, 1.50, 12.00); minimum for variable credit.
17. For Variable, what are the Maximum Credits?
18. Can this course be repeated for credit?
Non-repeatable: May be retaken up to 3 times for withdraw, failure, or to replace a grade. Repeatable: All attempts count in student GPA.
 - a. No; non-repeatable (most common)
 - b. Yes; repeatable (common for Variable Title, Research, and Internship)
- 15b. If Repeatable, what is the maximum number of credits a student can earn and apply towards their program?

- Unlimited (up to 99 times)
- Limited (enter maximum credit amount below)

15c. Maximum Repeatable Credit

For example, for a 3-credit course that may be taken twice for credit, use 6 credits.

19. Please select all appropriate schedule types for the course.

Full descriptions for all schedule types can be found:

<https://www.purdue.edu/registrar/forms/schedule-type-classifications.html>

Schedule Types, select all that apply*:

Clinic

Distance Education

Experiential

Lab Prep

Laboratory

Lecture

Individual Study

Practice/Study/Observation

Presentation

Recitation

Research

Studio

***If you need further guidance on Schedule Types** - A full list of schedule types is available [here](#). The most common types are listed below:

- **Distance Education** refers to a structured learning process where students are physically separated from the instructor and instructional setting associated with the campus. Regular and substantive interaction between instructor and students, either synchronously or asynchronously.
- **Individual Study** refers to students working primarily through their own initiative (e.g. reading, writing, performing experiments or non-thesis research). Contact with an instructor is typically a few arranged occasions throughout the semester (e.g. to share assignments, progress checked) and may be one-on-one or in small groups. Common examples include directed reading, honors projects, problems, and special projects courses.
- **Laboratory** refers to the primary organization of lab instruction, which is often used in combination with Lecture. Includes both group instruction and individualized instruction, such as music and flight training lessons, supervised computing exercises, and hands-on activities.

- **Lecture** refers to the primary organization of non-Lab class instruction (e.g., lecture where instructor-based material is presented, a seminar where material is analyzed and discussed by both students and instructor). May also include case studies and team-based learning situations.
- **Recitation** refers to a second organization of non-Lab class instruction, typically smaller groups reviewing or discussing material previously presented in a Lecture section.

20. Instructional Time

Details regarding instructional time can be found [here](#).

21. What is the proposed weekly schedule for this course?

Please provide days/week and minutes/day.

22. For independent study courses, is this Internship or Cooperative Experience?

- No (most common)
- Yes, Internship
- Yes, Cooperative Experience

STUDENT ENROLLMENT INFORMATION

Requisites

The default acceptable grade is D- unless a higher grade is noted below. Use AND/OR for multiple requisites.

23. Type of Requisite(s)

- None
- Co-Requisite (must be taken together)
- Pre-Requisite (must be taken before)
- Concurrent Pre-Requisite (can be taken before or together)

SKIP to 23. if no Requisites

24. Requisite Course(s)

Be sure to include minimum passing grade; indicate 'OR' or 'AND' if there are multiple courses; and indicate Co (C), Pre (P), or Concurrent Pre (CP).

25. Registration Restrictions

Restrictions may be field of study, classification, level, degree, program, and/or college. Please use official program codes found [here](#).

26. Will this course be available to all undergraduate students across the campus designated above?

- Yes

- b. No

If no, please describe who is permitted to register for the course.

Examples include (a) freshmen only; (b) juniors and seniors only; (c) College of Science majors only; (d) AGEC-Agricultural Economics majors only; (d) DANC-Dance minors only.

Additional Restrictions

Selecting Instructor or Departmental permission for registration below requires **individual overrides every semester for all students** requesting registration. Most common scenarios for these Additional Restrictions include independent study, research, or field work.

27. Additional Restriction

- a. None (most common)
- b. Instructor Permission (individual overrides required each semester for each student)
- c. Department Permission (individual overrides required each semester for each student)

28. Additional Course Fees

Does this course require additional fees?

- a. No (most common)
- b. Yes, PFW/PNW Course; please provide rationale below.
- c. Yes, PWL Course; please provide rationale below.

25b. Fee Rationale

In order to ensure accurate fees are assessed on a course, please provide a rationale (if applicable) and the department's business manager contact information to facilitate communication with the respective campus Bursar's Office.