Change Existing Course Checklist

GENERAL INFORMATION

1. Requested Effective Term- next available term will be selected following all approvals determinate on type of change and registration impact.
2. Level and Originating Campus
   a. Graduate-Fort Wayne
   b. Graduate/Professional-Northwest
   c. Graduate/Professional-West Lafayette/Indianapolis
   d. Undergraduate-Fort Wayne
   e. Undergraduate -Northwest
   f. Undergraduate -West Lafayette/Indianapolis
3. Campuses Offered- this information will auto populate from the course hierarchy
4. College/School- this information will auto populate from the course hierarchy
5. Department- this information will auto populate from the course hierarchy
6. Approval Routing- *Important Step* Do not select your own campus again if will cause duplicate approvals
   a. You will select NONE if you are changing prerequisites or restrictions for your campus ONLY or if your course is not offered at another campus
   b. Select the other campuses that offer the course (shown in step 3)
      Disclaimer: All impacted campuses must agree on proposed changes to a shared course or changes cannot occur.
7. Select requested changes
   a. Add Course to a Campus or Location
   b. Course Description
   c. Course Equivalency
   d. Course Learning Outcomes
   e. Course Number
   f. Credits
   g. Departmental Ownership
   h. Fees
   i. Grade Mode
   j. Prefix/Subject Code
   k. Registration Restrictions
   l. Requisites (Pre/Concurrent/Co)
   m. Schedule Types
   n. Title
   o. Other (explain below in Summary of Change)
   p. Add to Purdue Indianapolis
8. Provide Summary of change(s) and rationale

The Below Steps will be imported information and editable text field boxes. To edit, click in the corresponding text box.

- o Prefix/Subject Code
- o Course Number
- o Short Title
- o Course Learning Outcomes
- o Long Title
- o Current Equivalent Courses. Indicate any new course equivalencies
- o Course Description
- o Credits (should be in decimal format example 3.00)
- o Repeatable status (repeatable or non-repeatable for credit)
- o Grade Modes (Regular, Audit, Pass/No-Pass and Honors (UG only) are automatically added) You can request Dept. Credit or Credit by Exam here
- o Schedule Type Changes (Add or Remove schedule types)
- o Requisites (Prerequisites-taken before, Con-current-taken before or at same time, Co-requisite-always taken together regardless of previous credit) *Prerequisites can be a course, GPA requirement or min/max on certain placement test scores)
- o Registration Restrictions- who is permitted to take the course
- o Additional Fees (if applicable)- if selected will route to Bursar for notification
- o Fee Rationale (if applicable)
- o University Core- will auto populate if an approved course. Disclaimer: making substantial changes to an approved UCC course may result in jeopardizing UCC standing.
- o Contact Information for follow up questions