New Graduate Course 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 Graduate Course to reinstate the course.

GENERAL INFORMATION

1. Originating Campus
   a. Fort Wayne
   b. Northwest
   c. West Lafayette/Indianapolis
2. College/School and Department
3. Proposed Course Number
   a. I am requesting a specific course number (subject to availability).
   b. Assign me an available course number at the level indicated below.
   PWL: If requesting a specific course number, please insert that full 5-digit number. If requesting the level, please indicate 500, 600, or 800 for available course number assignment. PWL: Contact Maggie Gerald (will1509@purdue.edu); PFW: Contact Celia Price (pricca02@pfw.edu) for available course numbers.
   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).*

4. Proposed Subject Code and Course Number
   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.*

5. Long Title – *Maximum of 100 characters, including spaces; all words start with a capital letter.*
6. Is this course Variable Title?
   a. No *(most common)*
   b. Yes
7. 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
8. If yes, what is the equivalent course? Please indicate if the equivalent course currently exists or is also newly proposed.
9. A syllabus is required for all new courses. There will be a place to upload in Curriculog.

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10. Justify Course Level
Graduate Council policy requires that courses at the 50000 level in the Purdue system should be taught at the graduate level and meet four criteria: a) the use of primary literature in conjunction with advanced secondary sources (i.e. advanced textbooks); b) assessments that demonstrate synthesis of concepts and ideas by students; c) demonstrations that topics are current; and d) components that emphasize research approaches/methods or discovery efforts in the course content area (reading the research, critiquing articles, proposing research). Such courses should be taught so that undergraduate students are expected to rise to the level of graduate work and be assessed in the same manner as the graduate students. 800-level courses can be used by Professional program only.

11. Justify Course Need
Provide a complete and detailed explanation for course need; this includes but is not limited to: how the course contributes to existing programs, how the coherence of the course relates to other graduate courses offered by the department, other departments, or interdisciplinary programs.

COURSE INFORMATION (STUDENT LEARNING DETAILS)

12. 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 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.

13. 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.

14. Assessment Methods
Provide additional information about the assessment method(s) that address the course learning outcomes above. A few sentences will suffice to describe the assignment, project, discussions, or major homework assignments and how they address learning outcomes. It is important for the assessment methods to reflect a graduate level course. Final grading criteria should be included.

15. 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. Departmental (D)

16. Are the current library resources sufficient to support this course?
Consider the library resources that are currently available to support this proposed course. Will any new named journals or proceedings, non-required textbooks, or other

library materials need to be acquired or reserved for students? If so, it is the proposers' responsibility to notify the library about obtaining the resources.
   a. Yes
   b. No

<u>COURSE OFFERING DETAILS</u>

17. 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)
18. Credit(s)
   Credits should be listed in X.XX format (e.g. 3.00, 1.50, 12.00); minimum for variable credit.
19. Maximum Credits (variable only)
20. Can this course be repeated for credit?
   Non-repeatable: May be retaken up to 3 times for withdraw, failure, or to replace a grade.
   a. Repeatable: All attempts count in student GPA.
   b. No; non-repeatable (most common)
   c. Yes; repeatable (common for Variable Title, Research, and Internship)
21. If Repeatable, what is the maximum number of credits a student can earn and apply towards their program?
   a. Unlimited (up to 99 times)
   b. Limited (enter maximum credit amount below)
22. Maximum repeatable credit
   For example, for a 3-credit course that may be taken twice for credit, use 6 credits.
23. 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

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*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.

24. Instructional Time
Details regarding instructional time can be found [here]().
25. What is the proposed weekly schedule for this course?
Please provide days/week and minutes/day.
26. For independent study courses, is this Internship or Cooperative Experience?
    a. No (most common)
    b. Yes, Internship
    c. Yes, Cooperative Experience

STUDENT ENROLLMENT INFORMATION

27. Requisites
The default acceptable grade is D- unless a higher grade is noted below. Use AND/OR for multiple requisites.
28. Type of Requisite(s)
    a. None
    b. Co-Requisite (must be taken together)
    c. Pre-Requisite (must be taken before)
    d. Concurrent Pre-Requisite (can be taken before or together)
29. Requisite Course(s)

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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).

30. Registration Restrictions
Restrictions may be field of study, classification, level, degree, program, and/or college. Please use official program codes found here.

31. Please choose which scenario best describes undergraduate enrollment in this course.
    a. No undergraduate enrollment; graduate students only.
    b. 50000-level: Seniors may enroll.
    c. 50000-level: Juniors and Seniors may enroll.

32. Who is permitted to register?
Examples include: (a) College of Science majors only; (b) ASCI-Animal Science majors only; (c) any student.

33. Anticipated Graduate Enrollment

34. Anticipated Undergraduate Enrollment
For 50000-level course, please provide expected undergraduate enrollment, if any. For 60000-level and 80000-level, please use "0."

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.

35. 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)

Additional Course Fees

36. 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.

37b. 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.

Instructor Contact Information

37. Provide the name, rank, and department/program affiliation of the instructor(s).
If the named instructor is not yet a member of the Graduate Faculty, please include expected date of request in this box. Provide a teaching qualifications statement (max 300 words) for all Non-Purdue Faculty.

38. Contact for follow-up questions during review (if not Originator): Name and Email