# Procedures for Preparing and Submitting Purdue Graduate NEW Course Requests

It is expected that a proposed new course would be taught two or three times on an experimental basis **before** a request for approval to offer as a permanent course is formally submitted.  

- The duration required for a Purdue new course request to be fully approved for scheduling is approximately 10 – 12 months.  
- Expect multiple revisions/adjustments to the documentation as it proceeds through the levels of approval.

## Departmental Level: Preparing the Course Request Documents Required for Reviews

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<tr>
<th>Step 1</th>
<th><strong>Course Originator (instructor/department staff)</strong> contacts Purdue-WL Registrar’s Office to secure a graduate-level course number. Contact: Bettie Cole <a href="mailto:bjcole@purdue.edu">bjcole@purdue.edu</a>, (765)-494-6308.</th>
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| Step 2 | **Course Instructor** prepares the three (3) Purdue course request documents as follow:  
|        | i. Purdue Registrar’s **Graduate Form 40G REV. 1/17**. **Note: Do NOT use the Excel form.**  
|        | ii. **Supporting Document to the Form 40G for a New Course (Word): Supplemental Information for Form 40G (last revised May 2016)**. All fields/items A – H need to be completed.  
|        | iii. **Course Syllabus**. Syllabus format and information must meet the requirements of both Purdue and IU. Refer to **Example of a Graduate Course Syllabus Format** for specifics. |
| Step 3 | **Course Instructor** presents the new course proposal for department’s review:  
|        | i. Department graduate education committee review first follows by  
|        | ii. Department faculty. Course instructor makes changes to Purdue documentation, if necessary. |
| Step 4 | **Course Originator** initiates the online **IU New Course Document** by accessing the course administrative system **CARMIn** within **One.IU** and follow these steps:  
|        | i. Select: **Initiate New Course/Course Change Request**  
|        | ii. Complete all required fields in the IU course document form ensuring all course details match with those completed in the PU Graduate Form 40G.  
|        | iii. Upload to the IU course document the three Purdue course request documents (updated): i) Graduate Form 40G, ii) Supporting Document to the Form 40G, and iii) Course syllabus.  
|        | iv. Submits the IU course document to route for reviews and approval at the School level. |

## School Level: Reviews, Approval, and Signatures

| Step 5 | i. **E&T Assistant Dean for Grad Programs** and **E&T Director of Grad Programs and Admissions** receive the IU course document via CARMIn system in One.IU.  
|        | ii. **Director of Grad Programs/Admissions** examines the documentation received for accuracy, thoroughness, and completeness, and posts the documents including the IU course document to IU Box folder for E&T Graduate Education Committee (GEC) review. |
| Step 6 | i. **E&T GEC** reviews course proposal and approves or if necessary, requests for clarifications and/or changes to the documentation.  
|        | ii. **Director of Grad Programs/Admissions** returns the IU course document via CARMIn to course originator/instructor for revision and resubmission, if necessary. |
### Step 7

**i. Department Chair** follows by **Assistant Dean for Grad Programs** *manually signs* the paper Form 40G signature page upon E&T GEC approval of the course proposal.

**ii. Assistant Dean for Grad Programs** scans and uploads the signed Form 40G to IU course document in CARMIn and submits to route to next approval level – IU USSS Course Administrator at IU-Bloomington.

**iii. Assistant Dean for Grad Programs** informs Faculty Senate of the new course request.

### Campus Level (IUB and IUPUI): Reviews and Approval

**Step 8**  
**IU USSS Course Administrator** receives IU course document in CARMIn, checks to ensure accuracy and no course duplication, and submits the IU course document to route to IUPUI Graduate Curriculum Specialist (Dezra Despain) in IUPUI Graduate Office (UL 1170).

**Step 9**  
**IUPUI Grad Curriculum Specialist** receives the IU course document, checks and prepares the documentation for IUPUI Graduate Curriculum Committee review, and notifies course instructor/originator, if adjustments are necessary prior to Curriculum Committee review.

**Step 10**

**i. IUPUI Grad Curriculum Committee** reviews *only* the IU course document and syllabus (not the Form 40G and Supporting Document) and approves the course request, pending any necessary changes and/or clarifications.

**ii. IUPUI Grad Curriculum Specialist** notifies course instructor/originator/contacts of the review outcome whether the course request is approved or clarification/changes are necessary.

**iii. Course Instructor** makes changes and sends revised file/s by e-mail to Curriculum Specialist.

**Step 11**

**i. IUPUI Grad Curriculum Specialist** posts any revised/updated supporting materials to the IU course document and submits document via CARMIn to route to IU USSS Course Administrator following Curriculum Committee approval of the course request.

**ii. Departmental staff** now *hand-delivers paper packet* of updated Purdue course proposal (Form 40G with Department Chair and Assistant Dean’s signatures affixed plus accompanying Supporting Document) to Graduate Curriculum Specialist in IUPUI Graduate Office (UL 1170).

**Step 12**

**i. Associate Vice Chancellor for Graduate Education** (Dr. Janice Blum) in IUPUI Graduate Office signs the (paper) Form 40G signature page.

**ii. IUPUI Grad Curriculum Specialist** ships the Purdue course proposal packet (signed Form 40G, Supporting Document, and course syllabus) to Course Coordinator in Graduate School at Purdue, West Lafayette for reviews.

**iii. Simultaneously, IU USSS Course Administrator** receives the updated IU course document in CARMIn and places the course request on **IU Remonstrance**. Remonstrance always begins on 1<sup>st</sup> of the month and remains for 30 days.

### PUWL: Graduate School and Graduate Council Reviews and Approval

**Step 13**

**i. PU Course Coordinator** in Purdue Graduate School receives delivery of course proposal and checks details to ensure accuracy and no course duplication at any Purdue-system campus.

**ii. PU Course Coordinator** prepares the course proposal for Purdue Graduate Council and Council Area Committee reviews and places the proposal on remonstrance (one month) while pending Council approval.

**Step 14**

**i. Council Area Committee** reviews course documentation and approves the proposal or, request for clarifications and/or recommend revisions, if necessary.
| Step 15 | i. **Council Area Committee** receives revised documentation and recommends Graduate Council to approve course request.  
ii. **Graduate Council Members** vote to approve the course request at the next monthly meeting.  
iii. **Area Committee Chair** and **Council Secretary** sign Form 40G upon Council’s formal approval.  
iv. **Council Secretary** sends forward the signed Form 40G to Purdue Registrar’s Office. |
|---|---|
| Step 16 | i. **Purdue Registrar** receives and signs Form 40G, requests Banner coding for the newly approved course, and add course to *Purdue Course Catalog*.  
ii. **Purdue Registrar** sends forward copy of fully signed and finalized Form 40G (via IU course document in CARMIn) to IU USSS Course Administrator at IUB |

**Campus Level (IUB and IUPUI): New Course Request Approved and Final Steps**

| Step 17 | i. **IU USSS Course Administrator** receives copy of fully approved Form 40G in CARMIn and posts the newly approved Purdue graduate course to *IU Course Catalog*.  
ii. **IU USSS Course Administrator** routes the now fully-approved IU Course Document in CARMIn as FYI item to IUPUI Registrar’s Office (for course scheduling), Course Instructor/Originator, IUPUI Curriculum Specialist, IUPUI Executive Vice Chancellor for Grad Programs, and E&T Assist Dean for Grad Programs and Director of Grad Programs and Admissions. |
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<td>Step 18</td>
<td><strong>Academic Department</strong> may now submit a request to IUPUI Registrar’s Office to schedule the new course for offering.</td>
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Example of a Graduate Course Syllabus Format

This syllabus format incorporates guidelines and requirements of both Purdue University and IUPUI to encompass the substantive areas that are required in a graduate course syllabus.

Information required in a graduate course syllabus:

I. Instructor Information
   • Instructor name and title
   • Office location and office hours
   • Office phone number and/or cell phone number, e-mail address, and fax number

II. Course Details
   • Course title and number
   • Number of credit hours
   • Course description
   • Course prerequisites
   • Description of students the course was designed for
   • Course required text/s and related materials
   • Recommended readings and bibliography.

III. Course Rationale/Justification
   • A rationale/justification for the course: It should provide a general overview of the purpose of the course and any unique features about the course that need to be known by someone considering enrolling in it. In essence, this component of the outline is an expanding version of the course description.

IV. Course Goals and Objectives
   • Course goals and specific objectives to be achieved: The course objectives should identify in operational terms the educational outcomes that will be expected of students as a result of having completed the proposed course. They provide the context within which appropriate content is selected, pedagogy and educational experiences are justified, and student performance is to be evaluated. They should reflect the knowledge, values, and skills that students are expected to attain and how these relate to students’ development toward their area of study and toward their career goals.

V. Course Content and Course Schedule/Calendar
   • Identify the specific topics or subject areas to be covered, including the major concepts and principles included in the course. Topics may be listed by class session, by units of instruction, by phases of the course, or any other format that best reflects the nature of the course and / or the instructor’s approach to it. However, the sequencing of the topics should reflect the general order of presentation so that it is clear exactly how the course is expected to unfold.
   • Provide a sample course schedule or calendar with dates for all assignments and exams.
   • Include the following statement in the syllabus: “In the event of a major campus emergency or inclement weather, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised class schedule or other circumstances.
Students will be informed of such changes by e-mail and through the course website in Oncourse.”

VI. Course Policies Pertaining to Evaluation and Grading, Attendance, and Academic Misconduct

i. Evaluation and Grading Criteria:
Describe the basis upon which students will be evaluated and graded in this course – how students will be assessed, the criteria that will be used, and how the final grade will be determined. The evaluation process should be explained in sufficient detail to allow students to know exactly what they will be expected to do in order to meet the educational objectives of the course.

Example of Criteria:
- Exams and Quizzes 30%
- Papers and/or Projects 30%
- Homework 15%
- Laboratory work 15%
- Attendance and Class Participation 10%
- Extra Credit Policies 10%

ii. Graduate-level Grading Scale:
Provide a graduate grading scale as follow:

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96.99</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
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<tr>
<td>B+</td>
<td>87-89.99</td>
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<tr>
<td>B</td>
<td>83-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99</td>
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<tr>
<td>C</td>
<td>73-76.99</td>
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iii. Class Attendance

iv. Academic Misconduct:
Include a statement concerning cheating and plagiarism and the consequences for such actions and refer students to Code of Student Rights, Responsibilities, and Conduct, Part II, G. “Uphold and Maintain Academic and Professional Honesty and Integrity”. Website: http://www.indiana.edu/~code/

v. ADA (American with Disabilities Act) Compliance:
Include these statements in the syllabus: “If you need any special accommodations or assistance due to a disability, contact Adaptive Educational Services (AES) at (317)-274-3241 or aes@iupui.edu. The office is located in Joseph T. Taylor Hall (UC), Room 100. Website: http://aes.iupui.edu/services.html.
VII. Other Information Relevant to the Course

• Project Rubric
  A rubric must be included if project is more than 30% of course grade. Example:
  - Project description (15%)
  - Final report (50%)
  - Support documents (15%)
  - Presentation (20%)
  Attach rubric details and instructions to the syllabus.

• If appropriate, include application of ABET Principles, Bloom’s Taxonomy, and/or “IUPUI Principles of Graduate and Professional Learning” in the course objectives and/or learning outcomes.

VIII. Important Supplemental Information: IUPUI Policies
Please include the following page “Important Supplemental Information: IUPUI Policies” to the course syllabus.
Important Supplemental Information:
IUPUI Policies

IUPUI Policy on Academic Integrity
The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For definitions of these activities, visit http://studentcode.iu.edu/responsibilities/academic-misconduct.html. For information on how faculty and students are expected to handle cases involving academic misconduct, visit http://registrar.iupui.edu/misconduct.html. Additional information about the rights and responsibilities of IU students is available at http://studentcode.iu.edu/.

IUPUI Policy on Disability Accommodations
Students needing accommodations because of disability will need to register with Adaptive Educational Services and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 274-3241.

IUPUI Policy on Religious Holidays
IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances must submit a request in writing to the course instructor by the end of the second week of the semester and should use the Request for Course Accommodation Due to Religious Observance Form. More information on the IUPUI Policy on Religious Holidays is available here: http://registrar.iupui.edu/religious.html.

IUPUI Policy on Sexual Misconduct
As your instructor, one of my responsibilities is to help create a safe learning environment on our campus. Title IX and our own Sexual Misconduct policy prohibit sexual misconduct. If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to speak to someone confidentially, please visit http://stopsexualviolence.iu.edu/help/index.html (Links to an external site.) for contact information.

It is also important that you know that federal regulations and University policy require me to promptly convey any information about potential sexual misconduct known to me to our campus’ Deputy Title IX Coordinator or IU’s Title IX Coordinator. In that event, they will work with a small number of others on campus to ensure that appropriate measures are taken and resources are made available to the student who may have been harmed.

Protecting a student’s privacy is of utmost concern, and all involved will only share information with those that need to know to ensure the University can respond and assist. I encourage you to visit stopsexualviolence.iu.edu (Links to an external site.) to learn more about available resources on campus and in the community.

Education and Title VI
Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance.

Programs and activities that receive ED funds must operate in a non-discriminatory manner. These may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment, if it affects those who are intended to benefit from the Federal funds. http://www2.ed.gov/about/offices/list/ocr/docs/hq43e4.html