

Procedures for Submitting a New Purdue Graduate Course Request in *Curriculog* and *CARMin*

Department	School	IUB-USSS and IUPUI	Purdue-WL
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Department Level: Preparing the New Course Proposal Documents Required

1. First and foremost, Course Originator (Instructor) prepares a detailed **course description and syllabus**.
2. Submits course documents to department GEC for review and approval followed by department faculty.
3. Course Originator (Instructor or Dept Admin Staff) access Purdue's **Curriculog** system to initiate a *new* course proposal form. (*Must have Purdue Career Account (CA) username and password (Duo - 2-Step login.)*)
4. Contact Purdue Registrar Office to check availability of course number/s. Note: Course proposal electronic form in *Curriculog* has a PU Registrar personnel's hot linked e-mail for easy reach. (For IU programs: Contact Department Chair/staff).
5. Course Originator fills out the new course proposal web-based form (Form 40G + Supplemental Information) within **Curriculog** and uploads the course syllabus. **SAVE** the proposal but **DO NOT submit yet**.
6. Download as a digital (.pdf) file the completed course proposal web-based form (Form 40G + Supplemental Information + Syllabus) from **Curriculog** and forward the .pdf file to department Graduate Chair/Director.
7. Graduate Chair/Director uploads digital file to E&T GEC Box folder for GEC members to review.

School Level: Reviews and Approvals

8. E&T GEC reviews new course proposal; after approval (pending any revisions) GEC informs E&T Senate of the new course proposal.
9. After GEC approval Course Originator (Instructor or Dept Admin Staff) now access IU's **CARMin** system in SIS to initiate a *New Course Request Document* (i.e. *CARMin e-Doc*) and fills out the e-Doc thoroughly **ensuring that all course information and details match exactly with the course details and information approved by E&T GEC and that have been input into Curriculog. Course syllabus is required in CARMin.**
10. Course Originator submits the **CARMin e-Doc**; it routes to Associate Dean for Graduate Programs and Director for Graduate Programs and Admissions for School level approval; Associate Dean or Director approves and submits the e-Doc.

Campus Level (IUB-University Student Services & Systems and IUPUI): Reviews and Approvals

11. The approved **CARMin e-Doc** is routed to IUB-USSS where it is checked against the IU Master Course Catalog to ensure there is no duplication in course description, number, or title.
12. From USSS-IUB the **CARMin e-Doc** is routed to the IUPUI Graduate Office (Attn.: Dezra Despain, IUPUI Curriculum Coordinator) where the proposal is vetted by the campus Curriculum Sub-committee.
13. IUPUI Curriculum Subcommittee reviews and informs Curriculum Coordinator of any required revisions/modifications; Curriculum Coordinator in turn notifies Course Originator of required revisions/modifications. **Note: The corresponding revisions must also be made in the new course proposal documentation in Curriculog.** (Curriculum Coordinator will be checking for these in Curriculog).
14. Upon approval by IUPUI Curriculum Subcommittee, course request is placed on IU remonstrance (one month). Curriculum Coordinator notifies Course Originator to submit the course proposal in **Curriculog**.
15. Course proposal submitted in **Curriculog** routes for approval in this order: to IUPUI Graduate Office (Curriculum Coordinator), then to E&T department chair, followed by Assoc Dean Paul Salama, then to Assoc Dean of Graduate Education Dr. Janice Blum, and thereafter to PUWL Graduate School.

PUWL: Graduate School and Graduate Council Review and Approvals

16. At PUWL Graduate School, proposal in **Curriculog** is checked for accuracy and completeness.
17. Proposal is placed on PU remonstrance (one month) and is simultaneously forwarded in **Curriculog** to Purdue Graduate Council Area Committee.
18. Council Area Committee reviews course proposal. Chair of Area Committee contacts Course Originator directly, if any clarifications, revisions, or additional documentation is needed.
19. After revisions are made, Area Committee Chair approves and routes proposal in **Curriculog** to Council Secretary for the course to be voted on at the next Council meeting.
20. Following Council's vote of approval, the course is routed in **Curriculog** to PU Registrar for final approval, coding, and addition to the Purdue Course Catalog.

Notification of Final Approvals: IUB-USSS and IUPUI

21. USSS receives an e-mail notification when a course request has been approved and finalized in **Curriculog**.
22. USSS updates the **CARMin e-Doc** and sends FYI notifications via CARMin to IUPUI Registrar, the School, the Department, and Course Originator that course proposal is fully approved and ready for scheduling.
23. Department may now notify IUPUI Registrar's Office to schedule the course.