FLOW CHART FOR PROPOSED COURSES, PROGRAMS, AND CERTIFICATES
COLLEGE OF EDUCATION
PURDUE UNIVERSITY

1. Program Area(s) Faculty initiate 100-600 level course, changes to existing course, new program, or new certificate #. Faculty include rationale memo with Form 40.

2. Dept. Schedule Deputy * types/reviews Form 40 and assigns new course number.

3. Program Area Faculty * reviews/approve; include input from affected programs as appropriate (e.g., other departments, Associate Deans, and regional campuses).

4. Appropriate Departmental Committee * + reviews/approves.

5. Dept. Head distributes documents to CI-L or EDST-L.

6. Departmental Faculty * + review/approve. Department forwards approved documents to COE Advising Director or Graduate Studies Director.

7. COE Advising Director * begins tracking/expediting forms/documents for graduate courses and programs and forwards to COE Curriculum Chair and Graduate Studies Office for posting on SharePoint.

8. COE Graduate Studies Director * begins tracking/expediting forms/documents for graduate courses and programs and forwards to COE Curriculum Chair. Graduate Studies Office posts on SharePoint.

9. COE Curriculum Committee * + reviews/approves.

10. Assistant to the Dean receives information from COE Curriculum Chair & Directors for COE faculty meeting agenda.

11. COE Faculty vote if: 1) new course, program, or certificate; 2) raise in course level; 3) course transfer to another department. (All other Form 40 changes proceed to step 12.)

12. COE Dean * + signs Form 40 and other documents received from Directors.

13. COE Advising Director * forwards undergraduate forms/documents to appropriate entities (including regional campus or Provost +, if required).

14. 100-400 Non-Licensure Courses/UG Programs

15. 100-400 Courses/UG Programs

16. Provost # Advising Director sends undergraduate certificate and Graduate School sends graduate certificate to Director of Assessment in Office of the Provost.

17. Registrar + (WL and regional campuses, if necessary)

18. Registrar returns two copies of the signed Form 40 to the Advising Director * or Graduate Studies Director who forwards a copy to the Departmental Schedule Deputy and to Assistant Dean for Teacher Education (licensure courses only).

Graduate School notifies Department of program and certificate approvals by Graduate Council.

*Signature required on Routing Form +Certificate requires information as indicated on Guidelines for Provost’s Office Approval of Certificate Programs

8/23/12