Instructions for submitting a Purdue, IUPUI or IUSM course for the Graduate Committee to consider for curriculum requirements

You must submit at a minimum a course description and syllabus. If the syllabus does not contain the following, please obtain the information from the instructor in writing (email is acceptable).

1. Course number and title
2. Credits
3. List instructor’s name and departmental affiliation
4. List prerequisites, if any
5. Grading scheme

Course petitions that lack these will not be evaluated by the Graduate Committee. It is your responsibility to obtain this material from the course instructor.

Submit the required documents to the BME Graduate Program Coordinator who will ensure that requirements are met before the course is submitted to the BME Graduate Committee for review.

We highly encourage you to submit supporting materials in addition to the course description and syllabus. Suggestions include samples of lecture notes, textbook, exams, homework, proposals, etc. to show that the course applies to a particular core area and to a 500- or 600-level standing. If you have not taken the course and do not know of a student who has taken the course and from whom you can obtain some of these, ask the instructor if they can provide the BME graduate office with any of these samples. Please list supporting materials provided at the top of the syllabus.

The course will be evaluated for its applicability to all core competency areas (BME, other Engineering, Life Science, and Quantitative). If you would like it to be considered for a specific core area, please indicate this at the top of the syllabus. Please note that for a course to count as quantitative, it must teach new math skills and concepts. Courses that simply apply math skills learned in a previous course will not count as quantitative.

The course will be evaluated for its appropriateness as either a 500- or 600-level graduate course or neither. Note that in order to be considered a 600-level course, it should contain one or more of the following characteristics:

a. 500-level prerequisite(s)
b. No undergraduates in the course
c. Part of grade is submission and/or presentation of full research proposal
d. Lectures are based upon primary literature (research articles) as opposed to textbooks
e. Theory-based content
f. Facilitates independent thought and critical analysis