TO: The Faculty of the College of Engineering

FROM: Originating Academic Originating Unit (School, Department, Division, Standing Committee or Approved Program) of the College of Engineering

RE: Change to Existing Undergraduate/Graduate Course, include the course number here (e.g., AAE 45100 Aircraft Design) and several words describing the change (e.g., “in Description and Requisites”)

The faculty of the Academic Operating Unit (e.g., School of Mechanical Engineering) have approved the following changes to an existing course. This action is now submitted to the Engineering Faculty with a recommendation for approval.

From: Course no. Title
Terms offered x, Lecture x, Lab x, Cr. x.
Requisites, Restrictions, and Attributes: If there are course prerequisites, corequisites, restrictions, or attributes, list them here.
Description: Concise information about the course.

To: Course no. Title (e.g., AAE 45100 Aircraft Design)
Terms offered x, Lecture x, Lab x, Cr. x.
Requisites, Restrictions, and Attributes: If there are course prerequisites, corequisites, restrictions, or attributes, list them here. (Note that most prerequisite course numbers end in 00, e.g., AAE 45100 Aircraft Design.)
Description: Concise information about the course.

Reason: Reason for the action recommended.

Signature
Typed Name, Title
Originating Academic Originating Unit
Use this page format for subsequent pages of the Engineering Faculty Document before the “Signature” block.
Use this page format for Supporting Documentation after the “Signature” block. Material in the Supporting Documentation section are not considered part of the formal EFD but are used to aid in the approval process by providing helpful background. The faculty does not approve the supporting documentation, only the material prior to the “Signature” block.

Along with this EFD a signed copy of the Form 40 for undergraduate or Form 40G for graduate courses must be included here. This form must be signed by the authorized individual of the Originating Academic Originating Unit. The Form 40/40G is used by the Registrar to generate the formal course description documents available to students and to describe the course in the Banner software system.

Following approval of this EFD, the signed Form 40/40G will be routed to the Dean of the College of Engineering by the ECC for additional signatures.

Form 40/40G procedures, instructions and forms can be found at the following web site.

http://www.purdue.edu/Registrar/Forms/Form_40_Introduction.html

Note that for changes to an existing graduate course the supporting document entitled “Proposal for New Graduate Course-Documentation Required by the Graduate Council to Accompany Registrar’s Form 40G” is not required as part of the Form 40G or this EFD.

When filling out the Form 40/40G pay particular attention to the definitions of requisites, restrictions, and attributes for a course.

**Prerequisite to a course** - is a requisite that has been successfully completed in a prior semester to starting the course.

**Concurrent Prerequisite to a course** - is a requisite that can be taken in the same semester as the course or have already been completed prior to taking the course. For example, MA 26100 is a concurrent prerequisite to ECE 20100. Students can simultaneously register for ECE 20100 and MA 26100 in the same term. If they have already completed MA 26100, then concurrent enrollment is not required.

**Corequisite to a course** - is a requisite that must be taken in the same semester as the course.

**Restrictions** include, for example, requirements to be enrolled in a particular college, school, major or classification, GPA, SAT or ACT requirements, BS in a specific area, and number of courses or credits completed in mathematics.

**Course Attributes** are enumerated by check boxes on the Form 40 and include “Approval by Department” and “Approval by Instructor.”