## http://www.cortland.edu/images/graphics/sclogo_color.jpg FORM 7

**LEVEL ONE CHANGE**

***Course and/or Program***

**Please consult the** [**Curriculum Change Guide**](http://www2.cortland.edu/academics/curriculum/policy.dot) **prior to completing this form.**

**Upon completion, submit to your department curriculum committee chair.**

**Signature and Routing**

All signatures contained herein indicate recommendation of the course or program alteration being proposed.

**REQUIRED SIGNATURES: DATE**

Department Curriculum Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EFFECTIVE DATE: Semester \_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_**

**Complete all fields within appropriate section(s) and attach documents as required.**

**Requesting a change involving another department is not a Level One change. Please use**

**Form 2 Alteration to Existing Course *and/or* Form 5 Alteration to Existing Program**

**If you need assistance, contact the Academic Affairs Office at ext. 2206**

**SECTION I - Level One – Course Change**

Requested Effective Date for Change: Semester\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Prefix: \_\_\_\_\_\_\_\_\_ Number Prefix: \_\_\_\_\_\_\_\_\_\_

Existing Course Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Existing Abbreviated Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select changes being requested:

Change Existing Frequency Code: from \_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_

Change Existing Title to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(120 Character Max.)*

Change Existing Abbreviated Title to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(30 Character Max.)*

Change Existing Course Description (does not change primary content of course) (click icon to see example)

Provide Existing Course Description:

Provide New Course Description

Deletion of prerequisite(s): (please list)

Change course number(s) within level (e.g., 201 to 205) (please list)

*(Please consult with Registrar’s Office prior to making this change)*

Provide explanation to any changes within Section I:

**SECTION II – Level One – Program Change**

Requested Effective Date for Change: Semester\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Existing Program Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addition of course(s) within group of elective courses within your own program (please list):

Deletion of course(s) within group of electives within your own program (please list):

Provide explanation to any changes within Section II: