

**Please consult the [Curriculum Change Guide](#) prior to completing this form.
Upon completion, submit to your department curriculum committee chair.
If you need assistance, please contact the Academic Affairs Office at ext. 2206.**

Signature and Routing

All signatures contained herein indicate recommendation of the course being proposed. This course may not move forward until approval is received by SUNY System and the State Education Department (when appropriate).

REQUIRED SIGNATURES:

DATE

Department Curriculum Committee Chair: _____

Department Chair/Coordinator: _____
(Signature acknowledges that the department will have sufficient faculty resources to offer this course)

School Curriculum Committee Chair: _____

School Dean: _____
(Signature acknowledges that the department will have sufficient faculty resources to offer this course)

CCRC Chair (if undergraduate): _____

GFEC Chair (if graduate): _____

TEC Curriculum Chair (if applicable): _____

Provost: _____
(Signature acknowledges that the department will have sufficient faculty resources to offer this course)

Complete all fields within this document and attach documents as required.

SECTION I.

Department: _____ Subject Prefix: _____ Number Prefix: _____

Course Title: _____

Abbreviated Course Title: _____
(Only needed if the proposed title exceeds 30 characters, including spaces)

Frequency Code: _____ Credit Hours: _____

Prerequisite(s): Yes No
If yes, please list and provide justification:

Can the prerequisite(s) be taken concurrently with the proposed course? Yes No

Are there corequisite(s) (*courses that must be taken with proposed course*)? Yes No
If yes, please list course(s) and provide justification:


Grade Mode:

Can the course be repeated for additional credit? Yes No

Specify maximum number of credits total: _____

Are there any course restrictions (e.g., by major, by class level, by degree)? Yes No
If yes, please describe the restriction(s):

SECTION II.

1. Catalog course description: (hover over icon to see example) 

2. Justification for new course (what College or departmental needs are being met by this course):


3. Justification of course level:

4. Will this course be part of a new or existing program? Yes No
 - a. requires Catalog change (please submit Form 4 or Form 5)
 - b. requires CAPP change (please explain):

5. List other courses now being offered in the same general area, including by other departments:

6. Do the contents of this course overlap with offerings of other departments? Yes No
If yes, attach comments by those departments regarding the addition of this course.

7. Will this course be part of a shared resources offering? Yes No
 If yes, attach the course outline for both undergraduate and graduate courses, clearly defining the requirements and expectations for learning undergraduate or graduate credit.

8. Will this course be part of a cross-listing offering? Yes No
 Please specify cross-listed course: _____ 
 If yes, attach the course outline for both courses, which clearly defines course title, course content, and catalog description that includes the statement “**also listed as. . .**”.

9. Will new expenditures be required for this new course? Yes No
(e.g., equipment, library holdings, or other support)
 If yes, attach a detailed listing and indicate that the consultation with appropriate personnel has occurred.

10. Please attach a course outline on a separate sheet(s).

11. Is this course part of a teacher education program?  Yes No
 If yes, attach a course syllabus using the TEC Course Syllabus Template.

12. Upon approval by the Provost, do you plan on submitting the course for any of the following attributes? If so, you must submit a separate proposal to the committee/office noted below.

GENERAL EDUCATION Yes No
 GE Committee (http://www2.cortland.edu/academics/curriculum/committees/gen_edu.dot)

LIBERAL ARTS Yes No
 (contact your respective Associate Deans’ Office for the LAS Designation Form)

WRITING INTENSIVE Yes No
 Writing Committee (<http://www2.cortland.edu/departments/english/wrc/faculty/writing-intensive-courses.dot>)

PRESENTATION SKILLS Yes No
 Presentation Skills Committee (contact Thomas Mwanika, Communication Studies, for the Presentation Skills Requirement Form)