

Course Creation/Change Form

Any new courses, additional course sections, course changes, etc. must be made using this form after proof schedules have been sent.



Term: Academic Dept.: School: Arts & Sciences Education Professional Studies

max of 30 characters including spaces

CRN (changes/cancellations only) Subject/Prefix Course Number Section Title

Instructor: Instructor ID C00

Course hidden on web (not visible on self-service schedule): Yes No

LOCATION & TIME REQUEST (Space and Time Permitting)					
Part of Term	Days	Start Time	End Time	Building	Room
	Monday Friday	*Leave blank for Asynchronous courses*	*Leave blank for Asynchronous courses*	*COMP for Synchronous courses, ASYNCH for Asynchronous courses*	*Leave blank for Synchronous and Asynchronous courses*
	Tuesday Saturday				
	Wednesday Sunday				
	Thursday				

ENROLLMENT DATA			
Special Population	Schedule Type	Credit Hours (per the catalog)	Enrollment Cap
<input type="checkbox"/> Honors Learning Comm EOP Other:	Activity (A) Directed Study (G) Observation (M) Lab (B) Research (H) Internship (N) Co-Op (C) Independent Study (I) Overseas/SAB (O) Distance (D) Student Teach (J) Participation (P) Studio (E) Fieldwork (K) Recitation (R) Seminar (F) Lecture (L) Self-Paced (S)	Standard _____ Variable Min _____ Max _____	If course is cross-listed, list the <u>combined</u> max enrollment:

ADDITIONAL COURSE DATA			
Course Fees (Approval Required)	Course Attributes (as approved in the catalog):	Special Approval:	Course Modality: *definitions provided on page 2
		SUNY Response (PFI) Special Permission Include Major, Level, Program, or Class. List below: Exclude Major, Level, Program, or Class. List below:	Traditional/In-person Online Synchronous* Online Asynchronous* Hybrid* Blended* Blended Dates:

CONNECTED COURSES					
Cross-Listed Courses			Linked Courses (Includes labs, recitations, observation etc...)		
Subject	Number	Section	Subject	Number	Section

Department Chair Signature

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Section Numbering:

- ❖ **010, 020, 030, 040** middle number generally designates quarter courses
- ❖ **400** courses are Honors program courses
- ❖ **500** courses require SPECIAL PERMISSION (see the department chair or program coordinator)
- ❖ **600** courses for designated majors only
- ❖ **700** courses for non-majors only
- ❖ **800** courses for Learning Communities

Course Modality Definitions:

- ❖ **Online Synchronous:** course meets **exclusively online** and is scheduled for a specific day/time that the course meets
 - Attributes= WEB, OSYN
 - Building= COMP
- ❖ **Online Asynchronous:** course meets **exclusively online** with NO scheduled meeting day/time, self-directed study
 - Attributes= WEB, OASN
 - Building= ASYNCH
- ❖ **Hybrid:** courses have an in-person and an online component with regular weekly **in-person meetings at least one day per week** with the remaining time fulfilled using online instruction.
 - Attributes= HYBR
- ❖ **Blended:** courses meet mostly online but have required **in-person meetings less than once per week**.
 - Attributes= BLEN
 - Please provide the specific dates the course will meet in person once they are decided