

Summer 2022 Course Proposal Form

Please complete one form for each new course you would like to propose for Summer Session 2022.

Course information:

Course Subject Code: _____ Course Number: _____ Course Title: _____

Shared resource/cross list: Yes No (circle one) If yes, what is the other course? _____

Options (please note schedule types and attributes are generally brought into Banner from the catalog automatically)			
<p>AVAILABLE ENROLLMENT CAPS</p> <p>Undergraduate Courses <input type="checkbox"/> 25 <input type="checkbox"/> Overenroll to _____ <input type="checkbox"/> Other (specify number and provide justification): _____</p> <p>Graduate Courses <input type="checkbox"/> 20 <input type="checkbox"/> Other (specify number and provide justification): _____</p> <p>Independent Studies/Directed Studies/Internship/Fieldwork <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other (specify number and provide justification): _____</p> <p>AVAILABLE CREDIT HOURS</p> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other, please specify: _____	<p>AVAILABLE SESSION/TERMS</p> <input type="checkbox"/> Full Session (May 18 – August 1) <input type="checkbox"/> Session I (May 18 - June 23) <input type="checkbox"/> Term A (May 18 - June 6) <input type="checkbox"/> Term B (June 7 - June 23) <input type="checkbox"/> Session II (June 27– August 1) <input type="checkbox"/> Term C (June 27 - July 13) <input type="checkbox"/> Term D (July 14 – August 1) <input type="checkbox"/> Other dates, please specify: _____ <p>Experiences held outside of an established session/term still must adhere to the closest session/term drop/add/withdrawal and liability dates.</p> <p>NOTE: Classes should NOT be held on May 30, June 20 or July 4.</p> <p>INSTRUCTOR</p> <p>Instructor first and last name: _____</p> <p>Instructor C#: C00 _____</p> <p><i>Has instructor taught an online course before? Yes/No (circle one)</i></p>	<p>AVAILABLE DELIVERY METHODS</p> <input type="checkbox"/> Online <input type="checkbox"/> Hybrid** (consistent online/in-class schedule – ex: M/W online & T/R on-campus for the duration of the session/term) <input type="checkbox"/> Blended** (sporadic online/in-class schedule – ex: almost all online with a testing day on-campus a few times during the session/term) <input type="checkbox"/> On-Campus** <p style="text-align: center;">**For on-campus meetings**</p> <p>Desired Building: _____</p> <p>Desired Room(s): _____</p> <p>Begin Time: _____ End Time: _____</p> <p>Days: M T W R (circle all that apply) or specify dates below (blended) _____ _____</p>	<p>AVAILABLE SCHEDULE RESTRICTIONS</p> <input type="checkbox"/> Open to all students <input type="checkbox"/> Special permission <input type="checkbox"/> Majors only (list majors to be included) <input type="checkbox"/> Non-Majors only (list majors to be excluded) <p>ADDITIONAL OPTIONS</p> <p>Prerequisites (list) _____</p> <p>Attributes (list) _____</p> <p>Schedule Type (list) _____</p> <p>WRITING INTENSIVE ATTRIBUTE</p> <p>The writing intensive attribute (WRIT) is not automatically included with a course. Please review the reverse for enrollment cap guidelines with the WRIT attribute.</p>

Other instructor/department notes/questions/comments:

See reverse for signatures

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Extended Learning Office

Course Fees (if applicable) *(Beyond Standard Tuition and Fees)*: Yes No Fee Amount: _____ Has your fee been approved? Yes No

NOTE: it is your responsibility to be sure that any proposed fees have been submitted to the Business Office for the proper approval. For questions on the process, please feel free to contact our office and we will be happy to assist you.

Writing Intensive (WI) Attribute (if applicable) According to the catalog, WI courses cannot have more than 25 students enrolled in the course. Here is the link to that rule: https://catalog.cortland.edu/preview_program.php?catoid=29&pooid=4765

The college writing committee is aware sometimes the summer/winter faculty need or want to overenroll. Here is their determination on the WI cap, and how it pertains to summer/winter:

“Yes, an instructor can choose to over-enroll a summer or winter session Writing Intensive course beyond the enrollment cap of 25 students. A couple iATSATS important clarification points, though:

1. *The enrollment cap for a Writing Intensive course is set at 25 students because teaching a Writing Intensive course is labor-intensive. The smaller cap allows faculty to spend the time they need to teach writing in their discipline, read and respond to multiple student drafts, and conference with students on their writing. The instructor, before they choose to over-enroll their course, should be made aware of these underlying reasons for the enrollment cap of 25 students.*
2. *The instructor themselves should be the one who gets to choose whether or not to over-enroll the course.*
3. *It may make more sense, pedagogically, to offer two sections of a Writing Intensive course that has consistently enrolled more than 25 students. For example, if MAT 480 is regularly over-enrolls, could there be an argument for offering two sections of MAT 480?”*

_____ **Initial here if you are adding the Writing Intensive to your proposed course.**

Signature and notes	Date
Instructor	
Chair	
Please submit completed proposal to the Extended Learning Office	

Extended Learning Office Use Only: Course Reference Number (CRN):	Section Number:	Date Built:
Director of Extended Learning Office Approval:		
Dean Approval & Notes (if applicable):		