

# Winter 2023 Course Proposal Form



Please complete one form for each new course you would like to propose for Winter Session 2023.

## 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><b>AVAILABLE ENROLLMENT CAPS</b></p> <p>Undergraduate Courses            ___ 25            ___ Overenroll to _____            ___ Other (specify number and provide justification):</p> <p>Graduate Courses            ___ 20            ___ Other (specify number and provide justification):</p> <p>Independent Studies/Directed Studies/Internship/Fieldwork            ___ 1            ___ 2            ___ 3            ___ Other (specify number and provide justification):</p> <p><b>AVAILABLE CREDIT HOURS</b>            ___ 1            ___ 2            ___ 3            ___ 4            ___ 5            ___ other, please specify:</p>	<p><b>AVAILABLE SESSION/TERMS</b></p> <p>___ Session I: Tuesday, December 20, 2022 – Tuesday, January 17, 2023</p> <p>___ Session II: Tuesday, January 3 – Tuesday, January 17, 2023</p> <p>___ Other dates, please specify:            _____</p> <p><b>Experiences held outside of an established session/term still must adhere to the closest session/term drop/add/withdrawal and liability dates.</b></p> <p>NOTE: Holidays: Monday, December 26 and Monday, January 2 and 16.</p> <p><b>INSTRUCTOR</b></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><b>AVAILABLE DELIVERY METHODS</b></p> <p>___ Online            ___ On-Campus**            ___ Hybrid**            ___ Blended**</p> <p><b>**For on-campus meetings**</b>  <b>Park Center / Professional Studies</b>            (circle one)</p> <p>Desired Room(s): _____            Begin Time: _____ End Time: _____            Days: M T W R F (circle all that apply) or specify dates below (blended)            _____            _____</p> <p><b>Courses during the Winter Session are generally held in Park Center or Professional Studies Building.</b></p> <p>Other building/room &amp; justification:            _____            _____</p>	<p><b>AVAILABLE SCHEDULE RESTRICTIONS</b></p> <p>___ Open to all students            ___ Special permission            ___ Majors only (list majors to be included)            ___ Non-Majors only (list majors to be excluded)</p> <p><b>ADDITIONAL OPTIONS</b></p> <p>Prerequisites (list)            _____            Attributes (list)            _____            Schedule Type (list)            _____</p> <p><b>WRITING INTENSIVE ATTRIBUTE</b>            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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**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&poid=4765](https://catalog.cortland.edu/preview_program.php?catoid=29&poid=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 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 Writing Intensive to your proposed course.**

Signature and notes	Date
Instructor	
Chair	
<b>*Please submit completed proposal to the Extended Learning Office*</b>	

<b>Extended Learning Office Use Only:</b> Course Reference Number (CRN): _____ Section Number: _____ Date Built: _____
<b>Director of Extended Learning Office Approval:</b>
<b>Dean Approval &amp; Notes (if applicable):</b>