

Winter 2021 Course Proposal Form



Please complete one form for each new course you would like to propose for Winter Session 2021.

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><input type="checkbox"/> Standard (Lecture 25) (Ind. Study 3) <input type="checkbox"/> 28 (over-enrollment) <input type="checkbox"/> Other (specify number and provide justification):</p> <p>AVAILABLE CREDIT HOURS</p> <p><input type="checkbox"/> 0 <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>	<p>AVAILABLE SESSION/TERMS</p> <p><input type="checkbox"/> Session I: Tuesday, December 22, 2020 – Tuesday, January 19, 2021</p> <p><input type="checkbox"/> Session II: Tuesday, January 5 – Tuesday, January 19, 2021</p> <p><input type="checkbox"/> Other dates, please specify: _____</p> <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: Holidays: Thursday, December 24 and Friday, December 25 and Thursday, December 31 and Friday, January 1.</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> <p>Due to the on-going impact of COVID-19, courses offered in Winter Session 2021 will be online only, regardless of the length of term (Session I or Session II).</p>	<p>AVAILABLE SCHEDULE RESTRICTIONS</p> <p><input type="checkbox"/> Open to all students <input type="checkbox"/> Special permission <input type="checkbox"/> Majors only (<u>list</u> majors to be included)</p> <p><input type="checkbox"/> Non-Majors only (<u>list</u> majors to be excluded)</p> <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 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	
Dean	
Director of Extended Learning	

Extended Learning Office Use Only: Course Reference Number (CRN): _____	Section Number: _____	Date Built: _____
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