Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Subject/Number: \_\_\_\_\_\_\_\_\_\_\_\_ Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal Review

Select the “Proposal Help” heading (above General Catalog Information) to view helpful tips to ensure field have been completed correctly

Viewed all proposed changes

Check for attachments

Y N

The catalog description is clear and reasonable

Comments:

Y N

The student learning outcomes are clear and reasonable

Comments:

Reviewed course syllabus/outline and ensure course information aligns with information listed in proposal (syllabus located in attachments)

Reviewed Frequency code, credit hours, repeated & grade mode

Reviewed the justification for course and course level

Comments:

Reviewed Prerequisite / Co-requisite

Reviewed Contents of course overlap with another and evidence of consultation, if applicable (new courses only)

Comments:

Reviewed impact with other programs or courses and evidence of consultation (course alterations only)

Comments:

Questions

Y N

Is there sufficient justification in submission for this course proposal?

Comments:

Y N

Does the proposal make sense for students?

Comments:

Y N

Have all implementation factors been addressed (i.e. teach-out plan for current students listed)?

Comments:

Y N

Are there any concerns for transfer, non-traditional or underrepresented student population groups?

Comments:

Y N

Does the proposal meet the curriculum change guide requirements? <http://www2.cortland.edu/academics/curriculum/policy.dot>

Comments:

Y N

For new courses, does the course description match the format of the catalog? <https://www2.cortland.edu/academics/catalogs.dot>

Comments:

Recommendations & Comments

Recommend for approval

Not recommend

Contingent recommendation for approval / minor concerns or revised suggestions