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