Course Alteration Proposal

Inquiry Phase

Exploring the Change

- Rationale: How will this strengthen the course or contribute to program?
- Does this resolve an issue or obstacle?
- What will be the impact and benefit to students?
- Will this alter the transfer equivalencies of a course?

Assess How Course is Used Currently

- Speak with your department about how this course fits into programs and college requirements (e.g., major requirement, GE) and impact of alteration.
- Is the course part of a program requiring accreditation or other professional review?
- Is the course part of another department's program (e.g., used in major or minor)?
- Check with Registrar and Transfer Credit Services before proposing a new course number.

Proposal Phase

Determine the Level of Change

Type of Alteration	Scope	Level
Frequency code for course	Course used in your department	Level 1
	Course used by other department	Level 2
Co-/Pre-requisite	Deletion not affecting other department	Level 1
	Deletion affecting other departments	Level 2
	Addition or change within your department	Level 1
	Addition or change outside your department	Level 2
Course level	Any change in course level	Level 2
Course description	Does not change primary content of the course Any	Level 1
	Changes content	Level 2
Course title		Level 1
Course Prefix		Level 2
Credit Hours		Level 2
Cross-listing	Adding or deleting a cross-listed course	Level 2
Grade Mode		Level 2
Course number	Must consult with Associate Provost before proposing.	Level 2

Navigating the Approval Process

- Make sure everything is filled out correctly and accurately in Curriculog.
- Know who your department/school representatives are on committees.
- Respond quickly to requests for additional information from committees.

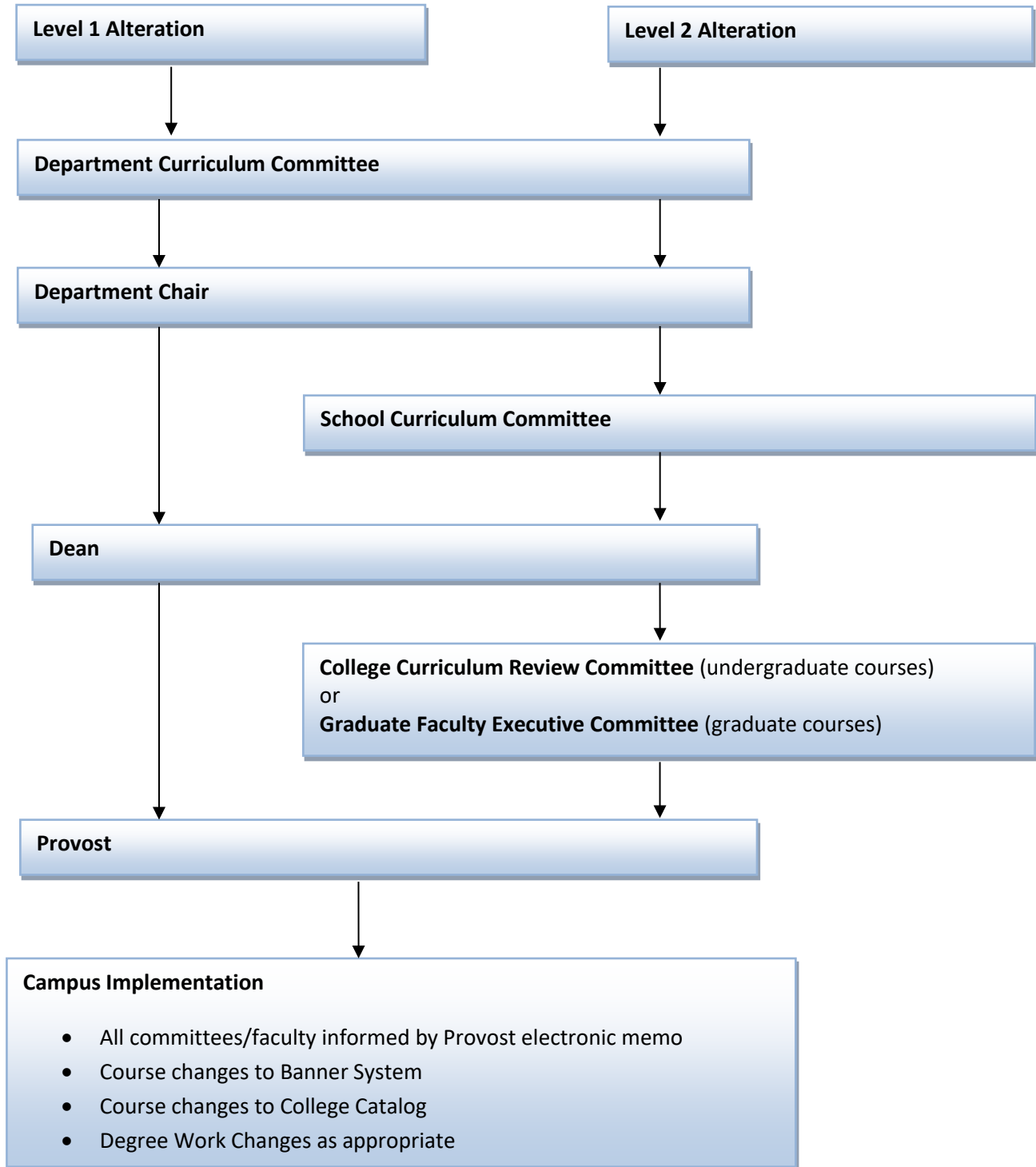# Implementation Phase

Approval and Timeline

- If approved within deadlines, course alterations can be offered the next academic year

Elements for Implementation

When a course is altered, the following offices are notified to ensure implementation:

- Registrar's Office must make changes in Banner
- Advisement and Transition must look at articulation tables for transfer courses
- Associate Provost for Academic Affairs office build in the College Catalog

Course Alteration Process

Level 1 Alteration

Level 2 Alteration

Department Curriculum Committee

Department Chair

School Curriculum Committee

Dean

College Curriculum Review Committee (undergraduate courses)
or
Graduate Faculty Executive Committee (graduate courses)

Provost

Campus Implementation

- All committees/faculty informed by Provost electronic memo
- Course changes to Banner System
- Course changes to College Catalog
- Degree Work Changes as appropriate

Courses that are involved with new programs or program revisions that go to SUNY will be reviewed by SUNY in the program approval process.

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Cortland