

# SUNY INSTITUTE OF TECHNOLOGY

## CURRICULUM COURSE ACTION FORM

*This form is used to initiate curriculum course actions, for the development of the college catalog, and official curriculum files. Please complete all applicable sections and route appropriately. The Provost will initiate final action upon receipt of signed original from the Curriculum Committee Chairman.*

**1a. CURRENT COURSE ALPHANUMERIC IDENTIFIER:**

*(if applicable)*

**1b. CURRENT COURSE TITLE:**

*(if applicable)*

**1c. CURRENT CREDIT HOURS:**

*(if applicable; if variable, specify range)*

**1d. PROPOSED COURSE ALPHANUMERIC IDENTIFIER:**

*(if applicable)*

**1e. PROPOSED COURSE TITLE:**

*(if applicable)*

**1f. PROPOSED CREDIT HOURS:**

*(if applicable; if variable, specify range)*

**2. PROPOSED ACTION:**

*(select one: ADD, CHANGE, EXPERIMENTAL, DEACTIVATE)*

**3. SEMESTER/YEAR OF IMPLEMENTATION:**

**4. EXPLANATION:**

*(be specific and detailed; note: changes in course number, name, content or description must include an explanation and a rational for the change(s))*

**5. Assigned laboratory required (yes/no):**  
*(if yes, please specify in catalog description below)*

**6. Special restrictions (yes/no):**  
*(if yes, specify the restriction(s) from those listed below and explain)*

**6a. Restricted by Department:**  
*(if applicable, list the department(s))*

**6b. Restricted by Major:**  
*(if applicable, list the major(s))*

**6c. Restricted by Class:**  
*(if applicable, select from this list: Freshman, Sophomore, Junior, Senior, Graduate, Advanced Graduate)*

**6d. Restricted by Level:**  
*(if applicable, list either Undergraduate or Graduate)*

**7. Repeat Course Limits:**  
*(if applicable, define any special limitations that may exist, i.e. "May be taken more than once for credit.")*

**8. Prerequisite(s):**  
*(if applicable)*

**9. Corequisite(s):**  
*(if applicable)*

**10. Equivalent(s):**  
*(if applicable; i.e. "ENG 306/COM 306 became equivalent when course name & number changed.")*

**11. Instruction Type:**  
*(list all that apply, such as lecture, seminar, recitation, lab or activity, tutorial, independent study, or programmed instruction) \_\_\_\_\_*

**12. Grading Mode:**  
*(select one: STANDARD GRADING MODE, SATISFACTORY/UNSATISFACTORY, or OTHER (explain "OTHER"))*

**13. Attributes:**  
*(determined via consultation with the Registrar)*

**14. Catalog Course Description:**  
*(specify if the course has an assigned laboratory and any co- or prerequisites; do not begin with "This course")*

**15. Supporting Materials**

*(for ADD and EXPERIMENTAL courses all supporting materials are required; for CHANGE courses only the applicable supporting materials are required; for DEACTIVATE courses no supporting materials are required; insert (as appropriate) into the following list)*

**15a. Proposed course outline**

**15b. Bibliography**

**15c. Suggested text(s)**

**15d. List of any necessary resources***(both long and short term)*

**15e. Learner oriented objectives**

**15f. Methods of evaluation**

*Note: In addition to the foregoing, a change in status from EXPERIMENTAL to ADD requires an experimental course evaluation, which should include summaries of: the IDEA survey (if available), the course strengths and weaknesses, and the changes to be incorporated into the ADD course.*

**16a. SPONSOR’S DEPARTMENT:**

**16b. SPONSOR’S NAME:**

**16c. SPONSOR’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**APPROVAL SIGNATURES/ROUTING**

**DEPARTMENT CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_**

**COORDINATING CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_**  
*(if applicable)*

**GEN ED COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_**  
*(if applicable)*

**CURRICULUM CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_**

**PROVOST: \_\_\_\_\_ DATE: \_\_\_\_\_**

**To be completed by the Registrar:**

**SCACRSE: \_\_\_/\_\_\_/\_\_\_**

**HEGIS Code: \_\_\_\_\_**