Administrative Approval Form – Curriculum*

Committee on Curriculum - ESF Faculty Governance
Office of Instruction & Graduate Studies

Date:
Department:
Curriculum Title:
Name of Requestor:

Attach to this form a copy of the ESF Minor Curriculum Change Proposal Form with all sections completed. Send the completed documents to Scott Shannon, 227 Bray Hall (sshannon@esf.edu)

Description of the Change: See attached.

For CoC and OIGS use Only

☐ Approve

☐ Deny (Explanation if denied):

Digital signature: Digitally signed by S. Scott Shannon
DN: cn=S. Scott Shannon, ou=SUNY, o=ESF, email=sshannon@esf.edu, c=US
Date: 2020.12.09 09:24:37 -08'00'

S. Scott Shannon
Date
Associate Provost for Instruction

*Form to be used for minor changes only. “Minor” curriculum changes appropriate for administrative approval should be limited to ONE of the following examples: 1) Adding a new course to a curriculum’s list of required courses; 2) Adding a new course to a curriculum’s list of directed elective courses; 3) Revising an existing course that is a part of a curriculum’s list of required courses (i.e. number, prefix, or title change); 4) Revising an existing course that is a part of a curriculum’s list of directed elective courses (i.e. number, prefix, or title change); 5) Adjusting course sequencing within a curriculum that does not change lists of required courses or directed electives or total credit hours, and has no impact on students outside of the major; or 6) Minor changes to curriculum description/language in the college catalog that does not change course tables or total credit hours required for a major.

If two or more of the above changes are proposed, the proposal should be submitted to the Committee on Curriculum as a minor curriculum change, and will not be considered for administrative approval.

Approvals will be posted on CoC website.