SUNY **Cortland**

SUNY Cortland Registrar's Office
223 Miller Building
PO Box 2000
Cortland, NY 13045-0900
607-753-4702   l   registrar@cortland.edu

FACULTY AND STAFF

Co-Instructor
Authorization Form

This form is used to add co-instructors to a single CRN. This form will grant faculty level access to the course in Blackboard and myRedDragon, in addition to listing the instructor as a co-instructor on the official schedule.

① Instructors <u>must be currently affiliated with SUNY Cortland</u> and in possession of a Cortland ID (C-number). This form is not to be used to add co-instructors that are not affiliated with the College. If you are adding a non-affiliated instructor to a course (a person without a Cortland ID) you must contact Human Resources to be assured the instructor has been added as an employee or volunteer.

Course Details

Term: _____   Academic Dept: _____   School: ☐ Arts & Sciences ☐ Education ☐ Professional Studies

Subject: _____   Number: _____   Section: _____   CRN: _____   Cross-Listed: ☐ Yes   ☐ No

Course Title: _____

Reason for Listing: _____

_____

_____

Co-instructor Listing

Please identify the instructor(s) to be listed on the course. <u>Please identify if the listed instructor will serve as the primary instructor by checking the last column</u>. The primary instructor is the "instructor of record" who is responsible for entering grades for the course during course grading periods. Other instructors will be unable to enter grades, though they will have access to view this information in Blackboard and myRedDragon.

Faculty Name (Required) Format: Last, First	C-Number (Required)	Primary
	C00	☐
	C00	☐
	C00	☐
	C00	☐
	C00	☐

Optional Course Notes (Will Be Included on the Schedule of Classes Listing)

_____

_____

Instructor Signature: _____   Date: _____
Instructor signature is required only after the semester begins, or where the academic department policies request or require it.

Department Chair Signature: _____   Date: _____