Course Duplications Check

Duplication check is the first step in the course proposal process. It is critical to do this check prior to fully developing your course and syllabus. This review may identify that either a similar course already exists and adding a new course is unnecessary or it may alter your course development approach so you can ensure there is not significant overlap. The process should begin by reviewing courses within your own department. For Undergraduate courses, it is suggested that you then turn to the Undergraduate Catalog to review courses in departments that may have content overlap (even if it is from a different approach). For Graduate Courses you should consult the course monitor file. It is sometimes more efficient to send a query to the Graduate or Undergraduate Associate Deans since they will know which department may have a conflict. If you need assistance with this process, please write to [uge-dean@buffalo.edu](mailto:%20uge-dean@buffalo.edu) or call 716-645-6854 for undergraduate course concerns, or [kdarling@buffalo.edu](mailto:kdarling@buffalo.edu) for graduate course concerns.

List other courses offered that the proposed course might appear to duplicate in part or in full

State how the proposed course is unique with respect to other courses that it appears to duplicate

Impact

In addition to describing the impact the addition of this new/revised course might have on any other course, program or department, you will also be required to attach your email correspondence with every department the proposed course may appear to duplicate as verification that the courses do not significantly overlap. The verification correspondence should come from the chair of the department for which the course appears to duplicate and/or that unit’s Associate Dean.

Does the course offering have an impact on any other course, program or department?

Attach your investigative correspondence using the button provided in the undergraduate proposal system or attach to the graduate course proposal. If you were unsuccessful in getting responses for any of the courses identified as potential overlaps, please indicate this in the provided text box or below depending on whether it is a graduate or undergraduate course.

Only **PDF**s and Microsoft Word Document formats, **DOC** and **DOCX**, will be accepted on upload in the Undergraduate Course Proposal System. For graduate courses, simply attach the responses to the end of the course proposal form.

Attach all investigative correspondence including email responses from various departments and schools.