

**STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
CONTRACT COURSE REQUEST FORM FOR SUTRA
CONTRACT COURSE**

INSTRUCTIONS: The requesting department completes Section I then forwards the form to either, a) the Graduate School if a new graduate course is requested, or b) the Associate VP of Budget & Business Affairs for all other requests. When applicable, the Graduate School completes Section II and forwards to the Associate VP of Budget & Business Affairs. Then the Associate VP of Budget & Business Affairs will obtain approval from the Senior Vice Provost in Section III, before proceeding to obtain approval from SUNY System Administration.

DEPARTMENTS MUST NOT START ADVERTISING, REGISTRATION, PROCESSING OR ANY OTHER WORK ON THE CONTRACT COURSE UNTIL THEY ARE NOTIFIED BY BUSINESS AFFAIRS OF SUNY APPROVAL.

I. TO BE COMPLETED BY REQUESTING DEPARTMENT/SCHOOL

COURSE TITLE (Narrative) _____ SEMESTER _____

DEPT. NAME, NUM., SECT _____ NO. OF CREDITS _____ NEW? _____

LOCATION/SITE _____

SUTRA ACCOUNT NUMBER _____

START DATE _____ STOP DATE _____

NAME OF SPONSORING ORGANIZATION (if appropriate) _____

ATTACH BUDGET DETAILING TOTAL COST PER STUDENT (TUITION, UNIVERSITY/PROGRAM FEES)

BASIS FOR TUITION REMISSION REQUEST _____

Department Chair Signature Department/School Date

Dean Signature Department/School Date

II. APPROVAL OF THE GRADUATE SCHOOL (necessary for requests for new graduate courses)

Signature of Vice Provost Date

III. APPROVAL FOR TUITION REMISSION

APPROVED _____ DENIED _____

Signature of Senior Vice Provost Date