Course Duplication 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. We suggest that you begin by reviewing the courses within your own department and then turn to the undergraduate catalog to review courses in departments that may have content overlap (even if it is from a different approach). If you need assistance with this process, please write to ugedean@buffalo.edu or call 716-645-6854.

- 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 when submitting course proposal form. If you were unsuccessful in getting responses for any of the courses identified as potential overlaps, please indicate this.
- Only PDFs and Microsoft Word Document formats, DOC and DOCX, will be accepted on upload.
- Uploaded attachments will automatically be saved to the proposal. Attach all investigative correspondence.