



SUNY Cortland Registrar's Office
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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 Brightspace and myRedDragon, in addition to listing the instructor as a co-instructor on the official schedule.

☐ ☐ Instructors must be currently affiliated with SUNY Cortland 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 have the instructor 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. Please identify if the listed instructor will serve as the primary instructor by checking the last column. 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: _____