PROPOSAL TO DELETE AN EXISTING COURSE

Instructions:

- 1) Complete ALL Fields. If a field is not applicable, then enter NA. Forms that are incomplete will not be reviewed.
- 2) Do not delete any part of the form.
- 3) Proposal must be submitted 10 days prior to meeting. Meetings are on the first Friday of every month.
- 4) Representative must be present at meeting. Please note: March is the last date for changes to be made in order to be placed in the next catalog.
- 5) If the form becomes unresponsive, use the up and down arrow keys to navigate the text boxes and check boxes. If the form still does not respond, save your document and reopen it.

DATE

COLLEGE/INSTITUTION
DEPARTMENT
EFFECTIVE DATE

Provide a one-sentence description of change (i.e., Prerequisite change for EN XXX)

- I. GENERAL INFORMATION
 - A. Course Title:
 - B. Course Number:
 - C. Number of Credit Hours
 - D. Rationale:
 - 1. Reason for deleting the course.
 - 2. If appropriate, include an explanation of how the students that are required to take this course will be accommodated.
 - 3. Relationship to programs/courses within the college/institute:
 - a. Is this course a requirement for any other major, concentration, or minor within the college/institute? Yes No
 If yes, list the program(s) and explain how the change will impact the program(s).

	b. Is this course a prerequisite of any other course(s) offered within the			
		college/institute?	Yes	No
	If yes, list the course(s) and explain how the change will impact the course(s).			
4.	Does this deletion reflect new accreditation or certification requirements?			
			Yes	No
5.	Relationship to other college/institutes:			
	a. Is the course part of the core curriculum (i.e., general education			eral education
		requirements)?	Yes	No
	If yes, indicate what core requirement(s) it fulfills.			
	b. Is this course part of any major, concentration, or minor outside the			
		college/institute listed above?	Yes	No
	If yes, list the programs(s) and explain how the change will impact the			
		program(s).		
	c. Is this course a prerequisite for any other course outside the college/institut			<u> </u>
		listed above?	Yes	No
	If yes, list the course(s) and explain how this change will impact the course(s)			
	 d. If yes to either b or c, has the relevant Department Chair been notified? Yes No e. Proposals that have an impact on any other program or course across campus 			
	must be accompanied by letters from chairs of the departments affected,			
	stating their reactions to the proposed inactivation.			
6.				• • •
	proposal. Include how the proposed change fits into your curriculum plans for the			
	program.			