

# 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).

