## PROPOSAL TO INACTIVATE/REACTIVATE 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. Action:
  - B. Course Title:
  - C. Course Number:
  - D. Number of Credit Hours
  - E. Course Description (if reactivated)
  - F. Modality (if reactivated)
  - G. Rationale:
    - 1. Reason for inactivating/reactivating the course.
    - 2. If appropriate, include an explanation of how the students that are required to take this course will be accommodated.

3.	Re	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.	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 explai	n how the cha	ange will impact the course(s).	
4.	Does this action reflect new accreditation or certification requirements?				
			Yes	No	
5.	5. Relationship to other college/institutes:				
	a.	1			
		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			or minor outside the	
	0.	college/institute listed above?	Yes	No	
		If yes, list the programs(s) and exp			
		program(s).		ommige with map were time	
	c.	Is this course a prerequisite for any other course outside the college/institute			
		listed above?	Yes	No	
		If yes, list the course(s) and explai	n how this ch	ange will impact the course(s).	
			_		
	d.	If yes to either b or c, has the relev	_		
			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. Provide a detailed description of the planning process followed in preparing this proposal. Include how the proposed change fits into your curriculum plans for the program.