

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.

- 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.