

PROPOSAL TO INACTIVATE/REACTIVATE AN EXISTING COURSE

COLLEGE/INSTITUTE:

DEPARTMENT:

DATE:

EFFECTIVE DATE:

I. GENERAL INFORMATION:

- A. Action: (inactivate/reactivate)
- B. Course Title:
- C. Course Number:
- D. Number of Credit Hours:
- E. Course Description: (if reactivated)
- F. 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. 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 action reflect new accreditation or certification requirements?
 5. Relationship to other colleges/institutes:
 - a. Is the course part of the core curriculum (i.e., general 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 program(s) and explain how the change will impact the program(s)?
 - c. Is this course a prerequisite for any other course outside the college 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. 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.