General Guidelines for
Proposals to Delete a Course

* This form is used to delete a course. A deleted course is removed permanently from the active university course inventory, is no longer offered, and is no longer listed in the university catalog. The course number in that subject area/prefix cannot be used again in the active university course inventory.
* If there is a possibility that the course may be offered within the next four years, the course should not be deleted but should be suspended.
* Proposals to delete existing courses are **consent items** on the UCC agenda.
* Each proposal to delete a course must be accompanied by a completed Course Inventory Form. Proposals lacking the form will not be considered by the UCC and will be returned to the sponsoring department/unit.
* If the deleted course is a requirement in any program, a proposal to revise that program must be submitted.
* **Item 3** should indicate if/how deletion of the course will affect completion of a major, minor, associate degree, certificate program or graduate program and/or, if known, students in other departments.

Proposal Date: 2/25/2013

**Enter College Name Here**

**Department of Professional Studies**

**Proposal to Delete a Course**

**(Consent Item)**

Contact Person: Julie Shadoan, South Campus, C179, julie.shadoan@wku.edu

**1. Identification of course:**

* 1. Current course prefix (subject area) and number: PLS 297C
	2. Course title: Litigation Practice and Procedure
	3. Credit hours: 3

**2. Rationale for the course deletion:** The course has not been offered in more than five (5) years, is no longer required for the associate’s degree in paralegal studies and the course topics are covered sufficiently in PLS 293C.

**3. Effect of course deletion on programs or other departments, if known:**  There will be no known effect of this course deletion on other programs or departments.

**4. Proposed term for implementation:** Fall 2013

**5. Dates of prior committee approvals:**

Professional Studies Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 UC Undergraduate Curriculum Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Undergraduate Curriculum Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 University Senate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment: Course Inventory Form**