**General Guidelines for  
Proposals to Discontinue Course Equivalencies**

* This form is used to discontinue equivalency of two or more courses. (See Academic Affairs policy 1.4090)
* Proposals to discontinue equivalency of two or more courses are **action items**.
* In **item 2**, explain the rationale for discontinuing the equivalency of the courses. Has course content, credit hours or other aspects of one of the courses changed in such a manner that the two courses are no longer equivalent?
* **Item 4** is to be used to discontinue equivalency between a main campus course and a University College “C” course (e.g., GEOL 102 and GE 102C). If these equivalencies are to be discontinued, one of the courses will be renumbered. Such course renumbering, including the decision about which of the affected courses will be renumbered, will be an action that takes place at the UCC level of the curricular process. If the renumbered course is a requirement in any program, a proposal must be submitted to revise that program to include the new course number.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Discontinue Course Equivalencies**

**(Action Item)**

Contact Person: Name, email, phone

1. **Identification of the equivalent courses:**

1.1 Course prefixes (subject areas) and numbers

1.2 Course Title

**2. Rational for discontinuing equivalency:**

**3. Effect of discontinuing equivalency on programs or other departments, if known:**

**4. Proposed new course number (for main campus or “C” course discontinued equivalencies only)**

**5. Proposed term for implementation:**

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

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| Department/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee |  |
| Professional Education Council (if applicable) |  |
| General Education Committee (if applicable) |  |
| Undergraduate Curriculum Committee (if applicable) |  |
| Graduate Council (if applicable) |  |
| University Senate |  |