**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 five years, the course should not be deleted but should be suspended.
* Proposals to delete existing courses are **consent items**.
* If the deleted course is listed in the curriculum of 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.
* **A Course Inventory Form for each courses must be submitted to the college dean’s office. From there it will be forwarded to the Office of the Registrar as part of the college’s package of Course Inventory Forms for that month’s UCC agenda.**

Proposal Date:

**College Name**

**Department Name**

**Proposal to Delete a Course**

**(Consent Item)**

Contact Person: Name, email, phone

**1. Identification of course:**

* 1. Current course prefix (subject area) and number:
  2. Course title:

**2. Rationale for the course deletion:**

**3. Effect of course deletion on programs or other departments, if known:**

**4. Proposed term for implementation:**

**5. 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 |  |