

Curriculum Process System
Fields and Instructions
for
Course Deletion
(updated August 2013)

General Instructions: Courses projected to no longer be offered as a requirement or elective for a curriculum major or minor in the requesting department or of another department may be permanently deleted from the course inventory, and therefore not available for scheduling. Three approvals are necessary: department chair, registrar, and vice provost for academic affairs. If this deletion affects a curriculum, a curriculum change proposal must be entered and considered prior to approval of the course deletion.

Form Item	Instructions
College and Department	<p>Be sure your college and department are identified correctly. Click on <i>Change College/Department</i> if not pre-populated or identified correctly, and select your college and department from the drop down menus.</p> <p>If either college or department identifier is incorrect, routing of the proposal is stopped and the proposal becomes invalid. The proposal will have to be re-entered into the CPS.</p>
Rubric	Enter the four-letter subject prefix of the course for the proposed action, e.g., ACCT, CHEM, ELPA, etc.
Number	Enter the current four-digit number of this course.
Cross-Listed Course Subject Prefix	<p>Enter any cross-listed course prefixes. These courses will also be deleted from the course inventory. If any of these courses are a requirement or elective in any curriculum, additional proposals are needed.</p> <p>Leave blank if not applicable.</p>
Dual-Listed Number	<p>Enter current dual-listed number, if appropriate.</p> <p>Leave blank if not applicable.</p>
Course Title	Enter the approved title, not an abbreviated form of it.

Form Item	Instructions
Rationale For Proposal	State your reason for requesting the deletion of this course; why it is no longer needed in an educational program. If used by another department, a letter of approval to delete from that department's department chair should be sent to the vice provost for academic affairs.
Course required for school personnel licensure?	<p>Choose "yes" if the course deletion affects the curriculum of a school personnel licensure program. Otherwise, choose "no."</p> <p>The Teacher Education Council must review and approve proposals for courses to be deleted in a program that leads to a professional license for work in schools (e.g., teacher, school social worker, principal).</p> <p>If you are unsure if the proposed action requires review for the Teacher Education Council, please contact the Associate Dean in the College of Education.</p>
Course approved for Honors?	Choose "yes" if the course deletion was previously approved as an Honors course. Otherwise, choose "no." The Dean of the Honors College must also approve the deletion of an Honors course.
Course required for major, minor in requesting department?	<p>Answer the question by choosing either Yes or No on the drop-down menu.</p> <p>If this course is required for a major, minor, or graduate degree in the requesting department, a curriculum proposal (non-substantive curriculum change or TBR substantive curriculum revision) must be submitted at the same time. Reviewing bodies will consider all pertinent proposals together.</p>
Course required for major, minor in another department?	<p>Answer the question by choosing either Yes or No on the drop-down menu.</p> <p>If this course is required for a major, minor, or graduate degree in a department other than the requesting department, a curriculum proposal (non-substantive curriculum change or TBR substantive curriculum revision) must be submitted by the other department at the same time. Reviewing bodies will consider all pertinent proposals together.</p>

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	Confer with the department chair of the other department as to how this course would impact the other program and ask him/her to send an email regarding his/her approval—or not—to the chair of the appropriate curriculum committee.
Final Term to be Offered	Indicate the term/year for the final offering. Be sure that there is a reasonable time for a student to enroll in this course if it is a requirement for a major or minor.