

Request for Undergraduate Course Deletion

1. Prepare **one** paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair.
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: _____ Department/Division: _____ Alpha Designator/Number: _____

Contact Person: _____ Phone: _____

CURRENT COURSE DATA:

Course Title: _____

Alpha Designator/Number: _____ Credit Hours: _____

Rationale:

Last term course is to be offered (Fill in with appropriate calendar year.):

Fall _____ Spring _____ Summer _____ Other _____

Course being added in place of this deletion (if any): _____

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this deletion to the following:

1. Other departments/divisions who advise students to enroll in this course as a prerequisite or co-requisite.
2. Other departments/divisions who advise students to enroll in this course as an approved elective.
3. Other departments/divisions that require this course as part of their curriculum.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: _____

Date: _____

Registrar: _____

Date: _____

College Dean: _____

Date: _____

College Curriculum Chair: _____

Date: _____

University Curriculum Committee Chair: _____

Date: _____

Faculty Senate Chair: _____

Date: _____

VP Academic Affairs/VP Health Science _____

Date: _____