|  |
| --- |
| **Course Deletion/Deactivation Action Form** |
| **1. Date:** Click here for Date |
| **2. Type of Action (check one):***NOTE 1:* *If this course change will result in a program change, complete ONLY a Program Addition/Modification Action Form, instead of this Course Deletion/Discontinuance Action Form, and submit a revised Table 1a for each affected program.* *NOTE 2: If course(s) to be deleted could be a pre-requisite in another course, evaluate and address its impact.* |
| [ ]  **Course Deletion (course was never offered; remove from SIS)** |
| [ ]  **Course Deactivation (course has been offered; will no longer be offered; keep as discontinued in SIS)** |
| **3. Course Title:** Course title | **Course #:** Course # |
|  *If more than one course, list all courses to be deleted/discontinued on the next page of this form.*  |
| **4. Department:** Department |  |
| **5.** [ ]  **Department Chair’s Letter of Support describing course action attached.** |
| **6. Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
|  *Please submit this signed form to Associate Dean for Curriculum for further processing.* |
| **7. Submitted to the NCC: \_\_\_/\_\_\_/\_\_\_** |
| **8. A. NCC Action: \_\_\_/\_\_\_/\_\_\_** |
| **\_\_\_\_ Vote to Recommend Approval** |
|  **\_\_\_\_ Vote to Recommend Approval/Revisions Necessary Revisions received: \_\_\_/\_\_/\_\_\_** |
|  **\_\_\_\_ No vote taken; Return for Revision Revisions received: \_\_\_/\_\_/\_\_\_** |
|  **\_\_\_\_ Vote to Recommend Disapproval** |
|  **Comments:** |
|  |
|  **B. NCC Action: \_\_\_/\_\_\_/\_\_\_ (if resubmitted)** |
|  |
| **9.** [ ]  **NCC Chair’s Letter describing final NCC recommendation received.** |
|  |
| **10. NCC Chair’s Signature: Date: \_\_\_/\_\_\_/\_\_\_** |
|  |
| **11. Submitted to the Dean through the Associate VP for Academic Affairs (AVPAA) Date: \_\_\_/\_\_\_/\_\_\_**  |
|  |
| **12. AVPAA’s Signature: Date: \_\_\_/\_\_\_/\_\_\_** |
|  |
| **13. Submitted to NTID Student Records/Registrar’s Office Date: \_\_\_/\_\_\_/\_\_\_** |

**Course Deletion/Deactivation Action Form (continued)**

 **List all courses to be deleted\* or deactivated\*:**

|  |  |  |
| --- | --- | --- |
| **Select** **Delete (remove from sis), or Deactivate (discontinue in sis)** | **Course Title** | **Course Number** |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |

\*To delete or deactivate a course, submit a course outline - select ‘Deactivated’ and enter an effective date in Section 1. If the deleted/deactivated course is a pre-req on another course, also submit a Course Addition/Mod Action Form and revised course outline for that other course.