



COURSE
Course Deletion/Suspension/Reinstatement
Undergraduate Curriculum Routing Form Revised
 May 2020

Course: <small>(as listed in current catalog)</small>	
Department: <small>(as listed in current catalog)</small>	
College: <small>(as listed in current catalog)</small>	
Originator's Name:	<ul style="list-style-type: none"> Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form. Do not alter the proposal form language and formatting in any way. If the form is altered it will be returned for revision. It is the Originator's responsibility to track a proposal through the approval process.

Signatures: The Originator and the Departmental Curriculum Committee Chair will review, complete the checklist, and sign on the following "COVER SHEET" page.

Department Chair or Associate Dean	Status	Date
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College Curriculum Committee	Status	Date
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Dean	Status	Date
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Teacher Ed. Council (if the course is required in any secondary education program)	Date
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Once the proposal has been approved through the above levels, the Initiator will submit the the final document to the Office of Undergraduate Education & Student Success: undergraduate@moreheadstate.edu

University Undergraduate Curriculum Committee	Status	Date
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Vice President for Academic Affairs	Status	Date
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COVER SHEET

Course: <small>(as listed in current catalog)</small>	
Department: <small>(as listed in current catalog)</small>	
College: <small>(as listed in current catalog)</small>	

- Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.
- Any proposal with a secondary education component must be routed through the Teacher Education Council.
- Do not alter the proposal form language and formatting in any way. If the form is altered, it will be returned for revision.
- It is the Originator's responsibility to track a proposal through the approval process.

The Originator will review the final document and complete the checkboxes on the left side of the page, sign and date below, and submit the complete proposal to the Department Curriculum Committee Chair for their review.

The Department Curriculum Committee Chair will review the document and complete the checkboxes on the right side of the page. Once approved by the department committee: sign and date below, and submit the the complete proposal to the Department Chair/Associate Dean.

Originator
□
**Department Curriculum
Committee Chair**

The Proposal is to do one of the following: Delete Suspend Reinstate
The curriculum proposal form has not been altered (formatting, font, etc.).
Grammar, spelling, punctuation, sentence structure, etc. is accurate.
The course title, department, and college names correspond to the current catalog.
If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.
The impact of the change has been thoroughly considered.
The impacted departments, programs, the individuals notified, and the method of notification are listed. Impact is defined as any program or department that requires the course, offers the course as an elective, offers a similar course, has an equated course, has the course listed as a co-requisite or pre-requisite, or shares staff and/or resources.
Responses are complete and applicable for each question.
The entire proposal is saved as one document.

My signature verifies that I have reviewed the proposal and it is ready to go to the next level.

Initiator
Approval Date

Department Curriculum Committee Chair
Approval Date

COURSE

Course Deletion/Suspension/Reinstatement Form

This outline is to be followed for course deletion, suspension, or reinstatement.

<i>I. INDIVIDUAL COURSE</i>					
Course Name: <small>(as listed in current catalog)</small>	Course prefix <small>(Example: ENG)</small>	Number <small>(Example: 100)</small>	Title <small>(Example: Writing I)</small>	Formula <small>(Example: 3-0-3)</small>	Intended Terms Offered <small>(Example: Fall/Spring)</small>
Type of Action:	<input type="checkbox"/>	Deletion - course will be removed and cannot be reinstated.			
	<input type="checkbox"/>	Suspension - course will be marked as suspended; can be reinstated with a reinstatement proposal.			
	<input type="checkbox"/>	Reinstatement - brings back from suspension. Cannot be used if course has been permanently deleted.			
<i>II. EXPLANATION:</i>					
A. Why is the course to be deleted/suspended/reinstated?					
B. Impact on Enrollment (University, Department, Program).					
C. Impact on Staffing within the department and/or program.					
D. Impact on Students within the department and/or program.					
E. List all other departments and programs that could be impacted by this proposal. For example, any department or program that: <ul style="list-style-type: none">a. requires the courseb. offers the course as an electivec. offers a similar coursed. has an equated coursee. has the course listed as a co-requisite or pre-requisitef. shares staff and/or resources					

F. Explain the potential impact on each of the other departments and programs.

G. List each of the individuals notified by the proposing department chair and define the method of contact (e-mail, phone conversation, etc.)