

Form 03 – Course – Delete

Instructions

Use this form to propose a new course for inclusion in an upcoming SUU General Catalog. Please follow the instructions found on this document and complete the form in its entirety. For any questions or concerns, contact the Associate Provost's Office.

- 1) Save the PDF document with the following naming convention: Course Delete – [Prefix Number].pdf.
- 2) **Section 01. Catalog & Banner Information:** Complete all required fields and any applicable optional fields with the current course information. For help, contact catalog@suu.edu.
If the course to be deleted falls under a college/school (not a specific department), or the department is not listed in the drop-down, the college/department may be entered manually.
- 3) **Section 02. Justification for Deletion:** Complete the required field. Explain why the deletion is necessary.
- 4) **Section 03. Effect of Deletion:** Complete all required fields (attach a separate document if necessary).
Request an Impact Report from catalog@suu.edu to receive a list of courses and programs that contain the course to be deleted. Answer the narrative question based on the report.
Select “Yes” or “No” to indicate if the course deletion will affect any Elementary or Secondary Education program. If yes, the course deletion will also need to be approved by the Professional Education Coordinating Council.
- 5) **Section 04. Requested Implementation Date:** Select the catalog year in which the course will no longer be available. Catalog years start in summer semesters.
- 6) **Section 05. Signatures:** Type in the appropriate name and check the box.
- 7) Send completed electronic document to katyakonkle@suu.edu via the Dean's Office by the [posted deadlines](#) for university-wide curriculum committees. Do not scan or “flatten” document.

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Section 03. Effect of Deletion

To answer this question, request an Impact Report from catalog@suu.edu for a list of courses and programs that include the course to be deleted.

What effect will this deletion have on programs, degrees, the department, and other courses?

Will this deletion affect the Elementary and/or Secondary Education majors? Yes No

Section 04. Requested Implementation Date

Select Catalog Year

Section 05. Signatures

Originator		Prof. Ed. Coordinating Council Chair <i>(Approval required for courses utilized by Elementary & Secondary Education majors)</i>	
Name	Date	Name	Date
<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>		<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>	
Department Curriculum Committee Chair		General Education Committee Chair <i>(If course is a General Education course)</i>	
Name	Date	Name	Date
<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>		<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>	
Department Chair		University Curriculum Chair	
Name	Date	Name	Date
<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>		<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>	
College Curriculum Committee Chair		Provost	
Name	Date	Name	Date
<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>		<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>	