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| **HOW-TO: Complete a Course Deletion Proposal** | |
| **FAST TRACK (Select if this will be a fast track item**. **Refer to** [***Fast Track Policy***](https://in.nau.edu/wp-content/uploads/sites/123/2018/11/FastTrack_Final18.pdf) **for eligibility.** | Confirm if the proposal is eligible for Fast Track (see [*Fast Track Policy*](https://in.nau.edu/wp-content/uploads/sites/123/2018/11/FastTrack_Final18.pdf)). The fast-track process is intended to expedite the processing of faculty-initiated curricula proposals for catalog inclusion. The fast-track process is different from the regular curricular process in that it only requires academic unit chair and associate dean approval. If eligible, select the check box. |
| 1. College and Academic Unit:: | 1. Enter the name of the college and the academic unit (department) that is submitting the proposal. |
| 2. Course subject and number: | 2. Enter the course subject (prefix) and number. |
| 3. Course title: | 3. Enter the course title. |
| 4. Justification for course deletion: | 4. Complete the justification for the proposed course deletion. |
| 5. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?  Yes  No  If yes, list and include a plan change proposal (if necessary) and evidence of notification to  each impacted academic unit. | 5.   * Search for all plans that include this course in the requirements using the “Plans including Specific Courses” query in Enterprise Reporting (Document List > Public Folders > LOUIE-Student Reports > Course Management > Curriculum). * If this course is found in a plan then select the YES check box. If not, select the NO check box. * If YES, list the academic units (departments) and plans which contain this course. A related [*plan change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/11/PlanChange.docx)*or* [*fast track plan change*](https://in.nau.edu/wp-content/uploads/sites/123/2020/08/FTPlanChange.docx) proposal must be prepared for those plans which contain the course. The completed plan change will serve as evidence of the impacted units’ support. |
| 6. Is this course currently cross listed?                                                       Yes  No   |  |  |  | | --- | --- | --- | | If yes, list course: |  |  |   Was the impacted department notified? Yes  No | 6. Select the appropriate check box if the course is cross listed. Cross-Listing refers to courses at the same course level (see [*upper and lower division undergraduate course definitions.*](https://in.nau.edu/wp-content/uploads/sites/123/2019/08/Upper.LowerDivCriteria.docx.doc)) and content taught with different prefixes (see [*Cross-list*](https://in.nau.edu/wp-content/uploads/sites/123/2018/07/Crosslist-Coconvene-with-Process-Combined-June_2018-ek.doc) policy). If YES, notify the impacted department that the cross-listing will be removed. |
| 7. Is this course currently co-convened?                                                   Yes  No   |  |  |  | | --- | --- | --- | | If yes, list course: |  |  |   Was the impacted department notified? Yes  No | 7. Select the appropriate check box if the course is co-convened. Co-convening refers to a graduate and an undergraduate course with the same content taught together, in the same room, at the same time (see [*Co-convene*](https://in.nau.edu/wp-content/uploads/sites/123/2018/07/Crosslist-Coconvene-with-Process-Combined-June_2018-ek.doc) policy). If YES, notify the impacted department that the co-convening will be removed. |
| 8. Is this course an approved General Studies or Diversity course?            Yes  No  If yes, select all that apply.  General Studies   Diversity    Both  If yes, explain why you want to eliminate the General Studies and/or Diversity Designation? | **Answer 8 for Undergraduate Courses only:**  8. Select the appropriate check box if the course has either or both General Studies or Diversity designation. If YES, select the appropriate check box to indicate which or both. |
| 9. Does the course currently have a course fee?                                                    Yes   No  If yes, the course fee **MUST** be deleted prior to course deletion.  Go to: [*Request/Edit Course fee*s](https://nau.edu/Registrar/Faculty-Resources/Course-Fees/) and delete the fee. | 9. Select the appropriate check box if the course has a course fee. If Yes, Go to: *[Request/Edit Course fees](https://nau.edu/Registrar/Faculty-Resources/Course-Fees/)* and delete the fee. |