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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.
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| 6. Is this course currently cross listed?                                                       Yes [ ]  No [ ]

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|  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 [ ]

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|  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. |