DELETE COURSE FORM

NOTICE: All fields marked as *Required must be completed before you can SAVE the form.

Refer to the step-by-step instructions for completing the delete course form.

For one-on-one guidance of completing this form, contact curriculum@utrgv.edu and visit the Office of Curriculum and Institutional Assessment website.

Committee Meeting Year ⑦

[⌄] *Required*

Select the academic year the committee will review the proposal.

Is your proposal for the Undergraduate or Graduate Committee?

[⌄] *Required*

College/School

[⌄] *Required*

School/Department/Program

[⌄] *Required*

Course Prefix (Subject Code)

[   ] *Required*

*This field is auto-populated. **Do not modify the text.***

Course Number

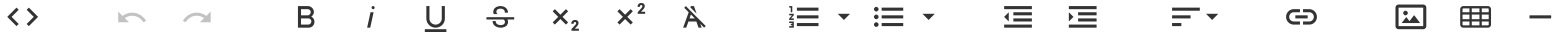[   ] *Required*

*This field is auto-populated. **Do not modify the text.***

Long Course Title

[   ] *Required*

*This field is auto-populated. **Do not modify the text.***

Course Description   *Required*

*This field is auto-populated. **Do not modify the text.***

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Course Dependencies

Program Dependencies

JUSTIFICATION FOR DELETE

Justification for Delete   *Required*

List the first term and year the course will no longer be offered.

TEACH OUT PLAN

Identify the degree plan(s) impacted by the course deletion

Only list those degree plans not appearing in the program dependency list above.

Describe how the course requirement will be fulfilled by students on old degree plans.

If this course is currently required on one ore more degree plans, describe how students will be helped to fulfill the requirement. For example, if the course will be replaced by a new course, provide new course prefix, number, and title below. If the course being deleted will not be replaced, then describe which course(s) students can take to substitute for the requirement. If this course is one of many options to complete prescribed elective hours and needs no replacement, describe that below.

Describe impact on other programs/departments (curriculum, financial, staff, space) and how the proposal was approved through the college's applicable governance processes.

Provide evidence of communication with impacted programs/departments.

Attach emails, letters of support or collaboration, etc. from impacted departments.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Provide evidence that the request has been approved by the School/Department/Program Committee and/or College Committee (all applicable)

Evidence provided should make it clear that faculty governance processes have been followed. Evidence includes committee meeting minutes, an online vote among committee members, memos from curriculum committee chairs, etc. Some departments have disciplinary committees instead of department committees. In such cases, evidence of approval through the disciplinary committees should be provided. This evidence can be attached at any level in the workflow by the submitter, department chair or dean. There is no department committee option in the workflow; therefore, dept chair approval of a proposal indicates that all departmental or disciplinary committee processes have been followed. <u>Relevant Policies:</u> UTRGV HOP – ADM 06-101; UTRGV HOP – ADM 06-202; UT System BOR Rule 40101.; and SACSCOC Standard 10.4.

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