**SIMPSON COLLEGE: Proposal Form to Delete a Course from the Catalog Offerings**

1. *Form must be submitted as a Word document.*
2. *Form must be e-mailed from the department chair to* *epcc@simpson.edu* *(for Undergraduate) or* *pbcc@simpson.edu* *(for Graduate) and cc’d to the division chair and registrar.*
3. *All deletions must be made through submission of this form. Deletions will be passed directly to the registrar and reported to faculty after review by EPCC/PBCC; they do not require faculty approval.*
4. ***Multiple courses can be deleted using a single form.***

**Department**: Click here to enter Department Name. **Date**: Click here to enter a date.

**Proposed by**: Click here to enter proposer’s name

**Course Information**

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| --- | --- |
| Educational Level: | Choose an item. |
| Prefix: (ex. Acct) | Click here to enter text. | Course Number:  | For multiple courses separate with a comma. |
| Effective Catalog Year: | Choose an item. | Course Title(s) in Catalog: Click here to enter text. |
| Give a descriptive summary of the deletion (s) and the rationale: Click here to enter text. |

4. What transition issues, such as cross listing or providing alternate prerequisites, are required for this deletion?

5. List all majors, minors, certificates and education endorsements these courses are connected to and all courses that require this course as a prerequisite. Describe the relationships and the impact these deletions will have on each of the connections.

6. Describe the changes in faculty load(s) in the department as a result of the deletion of this course.

 Be sure to include **every** major/minor/certificate/endorsement that requires the course(s) and every course that includes the course(s) as a prerequisite and how the deletion will affect those programs. Forward this proposal to all those department chairs. A supporting e-mail from the department chair(s) of the affected programs is strongly recommended.

7. Will this change require the deletion of General Education Designations? [ ] Yes [ ] No **Not applicable – Graduate Course** If yes, see <http://www.simpson.edu/academicdean/resources/index.html> for information on forms and submission procedures.

For use by Registrar’s Office (do not delete)

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| **Task** | **Completion date** |
| Colleague course catalog changes (CRSE) |  |
| Degree audit built |  |
| Departmental web page changes |  |
| Transfer guides changes/additions |  |
| Catalog copy changes |  |