3.2 Course Discontinuation Proposal

Approval Process Type: Course with Import Required

Proposal Title: Course Prefix, Course Number, Course Title

Proposal Description: This is a proposal for discontinuing a single course. It is very important that an Impact Report is run to make sure that removing this course from the course inventory does not negatively affect students, programs/certificates, and/or other courses.

Workflow:

Originator

Department Chair/Program Director

Academic Dean

Vice President of Academic Affairs (Exception Only)

Student Affairs (Office of the Registrar and Advising)

Curriculum Committee (Accepted for Agenda)

Originator (Modifications)

Curriculum Committee (Final Review)

Vice President of Academic Affairs (Final Approval)

Office of Accountability (AASPIRE)

Assistant Registrar

# General Information

DO **NOT** USE THIS FORM IF you are proposing discontinuation of multiple courses as part of a program or certification dissolution. Instead, complete a **Program/Certificate Discontinuation Proposal**.

If you are proposing discontinuation of several courses within active programs/certificates, you must complete a **Course Discontinuation Proposal**, including Impact Report, for **each** **course**.

**Beginning Steps**

1. Select the **Course Discontinuation Proposal**. You will be prompted to find the course information in the current catalog. Enter the **course prefix** and **number** and run the Import. The Course Discontinuation Proposal will open after the import is finished. The import will automatically populate these fields: **Course Prefix**, **Number**, **Title**,and **Description**.
2. Click the **Impact Report** button. When the report displays, right-click on it and select “PRINT: Save as PDF” (from the drop-down menu). Please title this document with the course prefix and number, then “Impact Report.” The Impact Report lists programs, certificates, and additional courses that may be affected by the proposed course discontinuation. You will need to enter this information in Section III below and attach the Impact Report in Section IV.

**Please scroll to the bottom to see the list of attachments you will need to include with this proposal.**

# Section I: Submission Information

Complete the information below (**all fields are required**).

**Submission and Meeting Dates\***

Field Type: Text Field

*Help Text: Enter the date this proposal is being submitted AND the intended Curriculum Committee meeting date (e.g., 08/05/20XX for the 09/05/20XX Curriculum Committee meeting).*

**Faculty Proposer(s)\***

Field Type: Text Field

Validation: Alpha

*Help Text: Only faculty members may submit curricular proposals. Please do not give your credentials to anyone who is not authorized to submit a proposal.*

**Faculty Presenter\***

Field Type: Text Field

Validation: Alpha

*Help Text: Faculty presenter and a representative from the corresponding dean’s office must attend the Curriculum Committee meeting or the proposal will not be heard.*

**Hierarchy Owner (Department)\***

Field Type: Drop-down Menu

Legend Field: Department

System Required: Hierarchy Entity

Data Set: All Entities

Single Select

*Help Text: After selecting the department, “Save All Changes” and view the route for this proposal to ensure that your department chair/program director and dean are listed. If the wrong department chair/program director and/or dean is listed, please adjust your department selection before launching the proposal.*

Course Discontinuation Information

Course prefix, number, title, and description to be discontinued will auto-populate from the Import. **DO NOT CHANGE the information in these fields.**

**Course Prefix\***  **Course Number\***

Field Type: Drop-down Menu (Import) Field Type: Text Field (Import)

Legend Field: Prefix Legend Field: Code

System Required: Prefix System Required: Code

Data Set: Prefix Validation: None

Single Select

**Course Title\***

Field Type: Text Field (Import)

Legend Field: Name

System Required: Title

Validation: None

**Course Description\***

Field Type: Text Area (Import)

Legend Field: Description

System Required: Description

**Is this course discontinuation being submitted in response to a Statewide Course Numbering System (SCNS) request to change a course prefix/number?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

*Help Text: If yes, please give details in the justification. In Section IV, please identify any “related curricular proposals” (i.e., New Course) in the text box.*

**Justification for course discontinuation\***

Field Type: Text Area

*Help Text: Please explain why this course is being discontinued, including details of SCNS request if relevant. Attach any documents that support the discontinuation in Section IV.*

# Section II: Effective Dates

**Please refer to the Curriculum Committee Calendar for proposal deadlines and effective dates.** **This calendar is available in the Document Manager and the Curriculum Committee Canvas course.**

Generally, actions approved in Fall take effect in Fall of the following academic year and are published in the upcoming course catalog. Actions approved in Spring take effect in the Fall of the next *calendar* year. Syllabus changes may take effect sooner.

Changes to published catalogs are rare and will only be made with approval from the Vice President of Academic Affairs (VPAA). Requested exceptions to the published deadlines or effective dates will be immediately routed to the VPAA for approval. No action will be taken if the exception is not approved.

**Published Effective Date for Approved Action\***

Field Type: Drop-down Menu

Data Set: Published Effective Date for approved action

Single Select

*Help Text: If you are not requesting the effective date published on the Curriculum Calendar, select “[Exception].”*

**Requested Effective Date for Exception**

Field Type: Drop-down Menu

Data Set: Requested Effective Date for Exception

Single Select

*Help Text: Choose N/A if not requesting an exception to the published effective date.*

**Reason for Requesting Exception to Effective Date**

Field Type: Text Area

*Help Text: Enter N/A if not requesting an exception.*

# Section III: Impacts and Endorsements

Refer to the Impact Report to complete this section. Using the FSW catalog, research how each program/certificate/course identified on the Impact Report is affected by discontinuing this course. Describe additional actions that are necessary to accommodate the proposed discontinuation (e.g., updating course descriptions or program/certificate catalog pages).

**Is this a General Education course (Core or Additional) in the General Education Program Guide?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

**Will the proposed course discontinuation affect any programs, certificates, or other courses?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

**List any affected programs, certificates, and/or courses identified by the Impact Report. Explain the impacts of the proposed course discontinuation and how they will be addressed.\***

Field Type: Text Area

*Help Text: Enter N/A if the Impact Report returned no results. The FSW catalog should be used to research specific impacts identified in the report. Please note if this course discontinuation will not require modification of impacted courses, programs, or certificates, or notification of the parent departments or schools.*

Note: When a proposed course discontinuation will have effects beyond the originating department or program, relevant department chairs, program directors, and/or deans must be consulted.

**Have you discussed the impact(s) with leaders of affected programs/departments?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

○ N/A

Note: Course Discontinuation Proposals will **not** automatically update affected programs, certificates, or courses. Additional curricular proposals may be required to enact substantive changes in affected courses, degree programs, or certificates (e.g., removing the discontinued course from a program/certificate, specifying an equivalent course, changing prerequisite/corequisite on linked courses).

**List any additional curricular proposals being submitted that include or are affected by this course discontinuation. Under each type of proposal, please list the titles of courses, programs, and/or certificates and the specific action that must be taken to accommodate the course discontinuation.\***

Field Type: Text Area

*Help Text: Examples include Program/Certificate Change Proposal, New Course Proposal, and/or Course Change Proposal. If none, enter N/A.*

## Faculty Endorsements

Before completing the next field, originators must circulate a written copy of the curricular proposal and key supporting documents to department/program colleagues for review and approval. Alternatively, faculty may review in Curriculog after the originator has launched a proposal, but before the originator approves the proposal.

Prior to approving, the originator should adjust the proposal according to departmental feedback and enter the names of faculty members who have endorsed the final draft. Proposals will be returned if faculty endorsements are not provided.

**List of department/program faculty who support this proposal\***

Field Type: Text Area

**List of department chairs, program directors, and/or deans affected by proposed changes\***

Field Type: Text Area

*Help Text: Please list additional department chairs, program directors, deans, or other administrators whose courses, programs and/or certificates will be affected by discontinuing this course.*

# Section IV: Attachments

Submit the following in the requested document format. Please use this standard for naming attachments when possible: Course prefix, course number, and type of document. For example, “PSY 2012 Impact Report.”

1. **Impact Report** (PDF)
2. **Documentation supporting course discontinuation** [optional]

* Documents that support discontinuation of this course (e.g., enrollment data, department meeting minutes, program frameworks, requirements or recommendations from advisory boards, ad hoc committees, accrediting or other professional bodies).