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| --- | --- |
| **College:** | Choose an item. |
| **Department/School:**  | Choose an item. |
| **Person Submitting Initial Request:** | Click or tap here to enter name. |
| **Effective Catalog Year:(e.g.: 2026-2027)** | Click or tap here to enter text.  |
| **Important notes:*** **Once the ‘Course Deactivation Request’ has been approved by the University Curriculum Committee and Provost, please contact Academic Digital Marketing (ADM) to update any college or department websites.**
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| **Courses to Be Deactivated**List all undergraduate and graduate courses to be deleted by prefix, number and title.  |
| Click or tap here to enter text. |
| **Explanation/Justification**Provide a brief explanation/justification for the requested deactivations. **\*Notes:** * The course number will still remain in the Registrar’s inventory due to being listed in prior catalogs and on students’ transcripts.
* Please designate on the form if any of the courses need to be linked/identified to a new course for registration/repeat purposes in Colleague. (Example: A course is moving from one level to a different level, but the program is not going to require students to retake the course at the different level if the student already has credit for the course. The Registrar’s office will then need to update Colleague accordingly.)
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| Click or tap here to enter text. |
| **Other Department(s) Affected by this Request** Confirm contact of and approval by other departments. |
| Click or tap here to enter text. |