**General Guidelines for  
Proposals to Suspend a Course**

* This form is used to suspend a course. A suspended course remains in the university course inventory, but it is not currently offered or listed in the university catalog.
* Proposals to suspend existing courses are **consent items**.
* A course may be suspended for no more than five years. If a suspended course is not reactivated within five years, the University Registrar will contact the department to suggest the course be deleted from the active course inventory.
* If the suspended course is a requirement in any program, a proposal to revise that program must be submitted.
* **Item 3** should indicate whether/ how suspension of the course will affect completion of a major, minor, associate degree, certificate program or graduate program and/or, if known, students in other departments.
* A Course Inventory Form for each course must be submitted to the college dean’s office. From there it will be forwarded to the Office of the Registrar as part of the college’s package of course inventory forms for that month’s UCC agenda.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Suspend a Course**

**(Consent Item)**

Contact Person: Name, email, phone

**1. Identification of course:**

* 1. Current course prefix (subject area) and number:
  2. Course title:

**2. Rationale for the course suspension:**

**3. Effect of course suspension on programs or other departments, if known:**

**4. Proposed term for implementation:**

**5. Dates of prior committee approvals:**

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| --- | --- |
| Department/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee |  |
| Professional Education Council (if applicable) |  |
| General Education Committee (if applicable) |  |
| Undergraduate Curriculum Committee (if applicable) |  |
| Graduate Council (if applicable) |  |
| University Senate |  |