ULM™ UCC COURSE CLOSURE/REMOVAL/REPLACEMENT FORM

Submitted by (Department/College): ________________________________

Date: __________________________

1. Course title and number to be closed/removed: ________________________________

2. Check one of the following:
   - Course is to be removed as a required course for a degree program, major, minor and/or concentration.
   - Course is to be closed/removed from the catalog.
   - Course is to be both removed as a required course and to be removed from catalog.

3. Final Semester/Term course will be offered: ________________________________

4. If course is to be removed as a required course, which degree programs/majors /minors/concentrations are affected? ________________________________

   Will this change affect other departments on campus? ________ If so, how? (Also attach a Signature Page Form if appropriate.) ________________________________

5. Reason(s) for course closure/removal/replacement:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. If this course is being removed from a degree program, major, minor and/or concentration and is being replaced with a course currently existing in the catalog, please indicate the replacement course and attach the Change in Program of Study Form.
   ________________________________________________________________

7. If this course is being replaced with a new course, indicate the new course number and attach the Course Addition Form, the Change in Program of Study Form, and, if necessary, the Request to the Registrar for New Course Number Form. ________________________________

8. Required attachments:
   a. Routing and Approval Form
   b. Affected catalog pages

9. Other attachments if appropriate:
   a. Copy of material mandating change, if appropriate (e.g.; Board of Regents, Accreditation Group, etc…)
   b. Change in Program of Study Form, if appropriate
   c. Course Addition Form (with its required Request to Registrar for New course Number Form, if appropriate)
   d. Explanatory Memo

Revised 09/2003