AY 2024-2025 Fall Implementation: Course Deactivation Form - Graduate
Course with Import Required

General Catalog Information   ⌃

Read before you begin

1. IMPORT curriculum data from the Catalog.

2. Help text is printed below many fields - please reference as you work through the form.

3. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.

4. Validate & Launch the proposal.

Department*

[▲ ▼]

School of Education, English, etc.

Discipline*

[▲ ▼]

Prefix*   ### Number*

[▲ ▼]   [   ]

Title *

[   ]

Description*

[ ]

Credit Hours*

[ ]

Must be in parenthesis, i.e. (3) or (1-9).

Course Information

Contact Hours

[ ]

Examples: For science courses: Lecture 3 hours, laboratory 2 hours. For art courses: Studio hours 6. For music: Class hours 2. For Nursing: Lecture 2 hours, clinical 6 clock hours.

Terms Offered

[ ]

Prerequisites:

[ ]

You may enter any courses (if minimum score required is anything other than D, you must list it here), test scores, GPAs or additional requirements that must be met before a student can take this course. Statement must end in "or department head approval."

Corequisites:

[ ]

You may enter any courses (if minimum score required is anything other than D, you must list it here) that must be taken during the same term the student is taking this course. Statement must end in "or department head approval."

Pre or Corequisites:

[ ]

You may enter any courses (if minimum score required is anything other than D, you must list it here), test scores, GPAs or additional requirements that must be met before or during the term the student is taking this course. Statement must end in "or department head approval."

Restrictions

[ ]

*Examples: *Junior standing. *Credit may not apply toward a chemistry major. *Open to Business Administration majors only.*

Mutually Exclusive

[ ]

*This field is used when students should not be allowed to receive credit in two courses that have similar content but are not equivalent. Example: *No credit in WGSS 3180 after completing CRMJ 3310 with a grade of C or better. *Credit not allowed in both MATH 2550 and MATH 2560. *Credit not allowed in MATH 1830 after completion of MATH 1950 with a minimum grade of C.*

Cross Listed

[ ]

*This field is used for courses that are equivalent but are under different prefixes. You must use the formats below. Example: *May be registered as PSY 3150. No credit in both ANTH 3030 and PSY 3150. *May be registered as CPEN 3850, ENCE 3850 or ENEE 3850. Credit allowed in only one of the three courses.*

Fees

[ ]

*Examples: *Differential course fee will be assessed. *Laboratory/studio course fee will be assessed. *Communication fee will be assessed. *Safety and Licensure fee will be assessed. *Music course fee will be assessed. If you are requesting a new fee, please also complete the Course Fee Approval Form .*

Grade Mode

[ ]

Attachment List   ⌃

Please attach any required files by selecting Files in the Toolbox sidebar.

Run an Impact Report by selecting it in the top left corner and answer below according to the results.

Attached*

☐ Impact report is attached.

Justification For Deactivation ⌃

Justification for Deactivation*

[   ]

Explain why this course no longer needs to be offered.

Affected Departments Review ⌃

If this change affects another department, a custom route is required.

Steps to create a custom route are available on the faculty tab of MyMocsNet or you may send an email to curriculog@utc.edu for additional assistance.

A System Administrator will need to review and approve the custom route.

Course OID

[   ]

Status

◯ Active-Visible   ◯ Inactive-Hidden

Departmental and College Committee Vote ⌃

Votes for Departmental and College approval are required. The fields below are available for Department Head and College Curriculum Committee Chair to record votes. Votes may also be identified in the comments when approving a proposal.

Departmental Vote (For - Against - Abstention)

```
[                                                            ]
```

Use this field to record the department vote on this proposal i.e. (5-2-1)

College Committee Vote (For - Against - Abstention)

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[                                                            ]
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Use this field to record the College Committee vote on this proposal i.e. (5-2-1).