

## Course Deactivation Form Forest Grove Undergraduate Programs

To deactivate 5 or more courses at once, you may use the Bulk Course Deactivation Form instead.

### 1. Contact Information

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Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Course Information

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Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Credits: \_\_\_\_\_

Title: \_\_\_\_\_

### 3. Phase-out Strategy

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The last semester this course was/will be offered: \_\_\_\_\_

Was this course required in your curriculum? \_\_\_\_\_

If yes, how will students meet this requirement? \_\_\_\_\_

NOTE 1: You must notify any department and/or program that relies on this course in its curriculum (for prereqs or otherwise) of this deactivation.

NOTE 2: All offerings of cross-listed courses must be deactivated at the same time.

### 4. Approval

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This form should be submitted electronically to the Registrar's Office only after appropriate approvals have been received. Because approval sources vary by College, Program and/or type of changes requested, please indicate the name of the approver of this proposal and the date this proposal was approved.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Changes typically are implemented with the next year's catalog.**