CCN Course Deletion Form v1 Guidebook

Step-by-step instructions for helping faculty complete the CCN Course Deletion Form (v1)

Version 1.0: Aug. 28, 2015
Presented by: Office of Curriculum and Scheduling
SECTION 1.0 – Form Instructions

INSTRUCTIONS:
1. This form must be completed for deletions of all undergraduate courses.
2. The form requires sign-off by the institutional curriculum committee chair.
3. Course deletions do not require review by other NSHE institutions.

1. This is why you complete this form.

2. The CSN FSCC Chair will digitally sign the form once all levels of approval have been met.

3. You DO NOT have to send this form around to NSHE Institution Registrars.

SECTION 1.1 – Contact Information Box

| SUBMITTING (ORIGINATING) INSTITUTION CONTACT INFORMATION (for institution requesting course deletion) |
| Institution: ____ | Date: ____ |
| Curriculum Committee Chair: (Signature indicates approval) | Date: ____ |
| Signature of Curriculum Committee Chair | Date: ____ |
| Contact Person: ____ | Phone #: ____ |
| (Name of individual submitting this form) | E-mail address: ____ |
| Signature (type name if e-mailing) |

1. Type out our institution’s full name – College of Southern Nevada

2. Use the date you completed the form.

The FSCC Chair will digitally sign and date your form once all levels of approval have been met.

3. Type your first and last name.

4. Type your area code followed by your 7 digit CSN phone number.

5. The directions say to type your name if you are emailing (we will email this for you), so please type your name.

6. Type out your full CSN email address.

SECTION 1.2 – Course Information

In the boxes below, enter the course information for the course to be deleted. If more than one course is to be deleted with the same prefix, please attach to this form a list of the courses and include the prefix, course #, course title and number of credits for each course.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

1. Prefix 2. Course # 3. Course Title 4. Credits
1. For deactivating **one** course – input the course prefix, course number, course title, and course credits in the proper boxes.

2. For deactivating **more than one course with the same prefix** – put your first course information (prefix, number, title, and credits) in the proper boxes **AND** then attach a list to this form (upload as a separate document in Curricunet) of all the courses including the prefix, number, title and credits for each course.

**SECTION 1.3 – Additional Instructions**

(STOP this form is complete and ready to submit – review by other institutions is not required)

If you have any questions regarding common course numbering procedures or the completion of this form, contact Sally Jackson (sallyj@nevada.edu) at System Administration (Phone: 775-784-3443; Fax: 775-784-1127).

Completed forms may be mailed, emailed, or faxed to Sally Jackson at:
Academic and Student Affairs
2901 Enterprise Road
Reno, Nevada 89512

**DO NOT** send your completed form to this address. It will be sent for you by the CSN Office of Curriculum and Scheduling once your proposal has successfully gone through the curriculum approval process and is signed by the FSCC Chair.

**SECTION 1.4 – System Use Only**

**DO NOT** complete the above section.

STOP

You have completed your form. If you have any questions, please contact CSN’s Office of Curriculum and Scheduling at curriculum.scheduling@csn.edu or at 702-651-7343.