Course - Discontinue - v23.24
Course with Import Required

Catalog (DISCONTINUE) ⌃

Contact person*

Type in name, email, and phone.

Department*

Department is imported for course discontinuations.

Subject*

Subject is imported for course discontinuations

Catalog Number*

Number is imported for course discontinuations.

Long Course Title*

Title is imported for course discontinuations.

Catalog Description*

Catalog description is imported for course discontinuations

Requisites

Courses listed here must be included in the Impact Statement.

Enrollment Requirement Group

[ ]

Represents the "Enrollment Requirement Group" in KSIS that codes the requisite rule.

Cross-listed

[ ]

Cross-listed courses are imported for course discontinuations.

Dual-Listed

[ ]

Equivalent

[ ]

- **Hint**: Be sure all cross listed courses are indicated.

- This proposal must contain the faculty vote for every department that has the course cross-listed. These votes can be included in comments. The proposal will only route through the proposing academic unit's college.

K-State 8 Tag 1

[ ]

K-State 8 Tag 1 displayed here

K-State 8 Tag 2

[ ]

K-State 8 Tag 2 displayed here

K-State Core General Education Requirement

[ ]

KBOR Systemwide Transfer

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                                                                    ▼
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Rationale and Impact (DISCONTINUE)   ⌃

Rationale*

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┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
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Provide justification for why this course is being discontinued.

IMPORTANT: Run Impact Report

1. Click the **Run Impact Report** icon
2. Click to select <u>both</u> Graduate and Undergradaute catalogs (**2023-2024**)
3. Click Generate Report
4. Select text and Copy (Cntl-C) and Paste (Cntl-V) the results in the field below

Impact Report*

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┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
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Run the impact report as instructed above. Copy and paste the results here. If the report is lengthy you may copy it to a Word document, attach the file, and enter "See attached file" here. Run impact report for both Undergraduate and Graduate catalogs. If there are no results, then paste the report that includes the message "There are no results for this report".

WARNING: Summarize impact on other units

- Summarize impact this proposal may have on other units
- Explain effects this proposal will have on program requirements; is it part of any curriculum?
- Is it part of curriculum, but only among a list of numerous other options (such as technical, free, unrestricted, or humanities electives)?
- Explain effects on enrollment; examine past student enrollments
- Is this course used as a prerequisite for another course?
- Does this affect K-State core general education or System-wide transfer?
- Include all units reflected in impact report
- Failure to contact impacted units and include responses can cause delay

- Include responses (or lack of response) in box below or attach copies

Impact Statement*

[ ]

Statement should include the date when the head of that unit was contacted, and the response or lack of. Be sure to include items outlined in the Impact Report and in the Requisites area. You may also upload attachments containing impact statements. Name files to clearly designate it contains Impact and include name of unit if needed. If appropriate indicate "No Impact" or "No Impact outside college"

IMPORTANT: Select Projected Term

1. If **"Earliest Available Term"** then do NOT indicate term; effective term is assigned when the proposal is fully approved
2. If **"Suspend Implementation Until"** then DO indicate term

Projected Term*

☐ Earliest available term

☐ Suspend implementation until

Subject to approval deadlines:

See deadlines

Indicate Term

[ ]

Select the FIRST TERM THE COURSE WILL NO LONGER BE OFFERED

Routing (DISCONTINUE) ︿

Does your department have a Department Curriculum Committee?*

○ Yes ○ No

Select "Yes" if your department has proposals reviewed by both a Department Faculty Course & Curriculum Committee and Department Faculty. Click "No" if your department does not have a Department Faculty Course & Curriculum Committee and proposals are reviewed by Department Faculty only.

Approval Type (DISCONTINUE) ⌃

IMPORTANT: Determine Approval Type

1. Proposals follow the "Standard" approval process by default
2. Changes with minimal impact outside of the academic unit may follow a shortened procedure if they meet all criteria described below
3. Review impact report, impact statement and requisites to be sure
4. Incorrect decisions will delay your proposal
5. If you are not sure select "Standard"
6. Carefully read the criteria below

Proposal can follow "Expedited" process if ALL of the following are true:

☐ **Change does not impact an academic unit outside of the proposing college or school

☐ **Course is not part of any curriculum offered outside of the proposing college or school *OR* Course is part of a curriculum, but only among a list of numerous other options (technical, free, unrestricted, humanities, etc. electives)

☐ **Students from outside the college rarely enroll in the course

☐ **Proposal does not combine two or more courses that result in dropping one of the course numbers

☐ **Course is not cross-listed

☐ **In the college of Health and Human Sciences, dropping the course does not impact another department within the college

Click box to checkmark each statement that is true. Proposal can follow "Expedited" process if ALL statements are checked.

Approval Type*

<div style="border:1px solid #ccc; padding:20px;"> </div>

Select "Standard" or "Expedited" process. If you are not sure, select "Standard" process.

If "Expedited" was selected, provide justification:

<div style="border:1px solid #ccc; padding:20px;"> </div>

If "Expedited" was selected, provide justification explaining why you believe this proposal should not follow the "Standard" approval process.

IMPORTANT: Launch the proposal

1. Click **Validate and Launch Proposal**

Acalog Use Only (DISCONTINUE) ⌃

Course Type

Status

Academic Group

Course ID*

Actual Effective Term

KSIS

DARS

Global Campus

Implementation Notes

Form Revised: 8-17-2023