OFFICE OF THE REGISTRAR

COURSE DEACTIVATION/REACTIVATION REQUEST

Departments may use this form to either:

1. Deactivate an existing course - Removes the course from the course description section of the university catalog and deactivates the course in Student Self-Service (prevents offering the course in the class schedule). Deactivation is recommended if you do not plan to offer a course for an extended period of time (more than one academic year), but you plan to offer it again in the future. To permanently drop the course, use the annual course action process. Before deactivating a course, you must first:

 a. Ensure that it is not used as a prerequisite for another active course; and

 b. Ensure that the course is not a required course for active degree plans.

2. Reactivate a course that was previously deactivated with no changes (i.e., same course prefix, same course number, same course title, same course description, etc.) - Restores a previously deactivated course to the university catalog and allows it to be offered in the class schedule. You cannot use this form to reactivate a course with changes to the prefix, course number, title, description, or other attributes. Reactiviating a course _with changes_ requires submission of a Course Action Form through the annual curricular review process with Academic Affairs.

Course (Prefix, Number): _____ Effective Term: _____

Course Title: _____

Desired Action: _____ **DEACTIVATE COURSE** (course will be marked as inactive in Student Self-Service and will be removed from the catalog)

 REQUIRED FOR DEACTIVATING A COURSE:

 I verify that:

 _____ This course is not listed as a prerequisite for another active course; and

 _____ This course is not a required course for an active degree plan.

_____ **REACTIVATE COURSE with no changes:**

Comments: (optional) _____

_____

Submitted by (Signature/Print Name): _____ _____
 Date

Department Head (Signature/Print Name): _____ _____
 Date

Academic Dean (Signature/Print Name): _____ _____
 Date

Registrar's Use Only
Processed By: _____ Date: _____

Revised:
2/4/2025