



OKLAHOMA STATE UNIVERSITY

OFFICE OF THE REGISTRAR

SUBMIT TO:
COURSE MANAGEMENT
322 STUDENT UNION
STILLWATER, OKLAHOMA 74078-1013
405-744-6885
GUROOMS@OKSTATE.EDU

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...
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...

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 _____

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