**Curriculum Checklist
Course Inactivation**

**This checklist is for situations where a course is being inactivated for a reason other than that it has not been offered within a three year time period or greater.**

**Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for inactivating courses. Steps are listed in order.**

|  |  |
| --- | --- |
| Department | [ ]  Discuss need and impact of course inactivation with Division Dean[ ]  Submit inactivation in [Curriculum Management System](https://courseleaf.clackamas.edu/courseadmin/) |
| Curriculum Office | [ ]  Work with Department to assess impact of inactivation (removing course from other requisites, removing course from programs)[ ]  Request and receive Division Dean approval |
| Curriculum Committee | [ ]  Review and approve |