Course Inactivation

Department	Curriculum Office	Curriculum Committee

Ii. The department identifies a need for a course inactivation.

A. The department assesses the need and impact of the course inactivation.

B. The department discusses the course inactivation with the Division Dean

C. The department submits written notification of the course inactivation to the Curriculum Office.

The Curriculum Office reviews and requests written approval from the Division Dean for the course inactivation.

The Division Dean provides written approval for the course inactivation

Yes →

The Curriculum Office puts the course on the next Curriculum Committee Agenda for approval.

No

The owner of the course, or other representative, presents the course inactivation at the scheduled Curriculum Committee meeting

Curriculum Committee reviews and approves the course inactivation during the meeting.

No

Yes

The course submitter is notified that the inactivation was not approved.

The Curriculum Office enters the approved course inactivation in the Student Information System and in CCWD Webforms