

Course Deletion Proposal (Undergraduate)

**Important Notes:**

- The deadline for submission to the Senate Curriculum Committee for publication in the 2024-2025 Calendar is March 31, 2023.

- Complete this form to delete a course. Once a course has been deleted you CANNOT reactive it. Thus you may wish to consider moving a course to inactive status, rather than deleting it.

- Complete the departmental consultation form if your course is cross-listed, or if the course is part of another department’s degree requirements.

- All course revisions become effective on September 1 of the new Academic Year. You cannot alter a course in the middle of the Academic Year.

- Please remember to take into consideration any impacts deleting this course may have on your curriculum (e.g., altering courses where this serves as a pre-requisite, considering if making this deletion limits the ability of students to fulfil your program requirements, etc.)

- Forms can be submitted in one of three ways: (1) email your complete package to Jackie Benson; (2) have the Department Assistant upload the complete package to the DA shared drive; or (3) copy the complete package to a USB, and deliver it to Jackie (3C21).

- Should you have questions, please consult the SCC forms website ([www.uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html](http://www.uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html)) for detailed guidelines and FAQs. You may also contact Jackie Benson.

**Reminder** – Program changes should be approved by Academic Planning before submitting supporting course material to the Senate Curriculum Committee. Please see the 2022 Articulation Agreement (<https://www.uwinnipeg.ca/arts/docs/fac-curriculum-forms/updated-mar-17-2022/articulation-mar-2022.docx>) for additional detail.

A) Proposed Course Deletion

|  |  |
| --- | --- |
| **Department**:       | **Submission Date:**       |
| **Department/Program Code:**  | **4-Digit Course Number:**  |
| **Cross-Listed Department/Program Code and 4-Digit Course Number:**  |
| **Full Course Title:**  |

If this course is crosslisted, are all courses to be deleted? [ ]  Yes [ ]  No [ ]  Maybe

B) Rationale

Explain why this course is being deleted.

**Please do not exceed 300 words.**

C) Relationship With Other Programs

A formal response (attachment 1) is needed from another department/program if this course:

1) Is cross-listed [ ]  Yes [ ]  No

2) Is identified as a course (required or elective) in another major [ ]  Yes [ ]  No

3) Should be brought to the attention of a department, (for example if you noticed high enrollment from another department) [ ]  Yes [ ]  No

Department/Program Code of Relevant Departments/Programs (if any):

Name of Departmental Curriculum Committee Chair

Signature of Departmental Curriculum Committee Chair Date

Name of Department Chair

Signature of Department Chair Date