



Curriculum & Articulation Committee

Inactivate/Reactivate a Course Instructions and Form

Please note, this is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronically delivery (required). This form will not be accepted in hard copy format. One course per form.

SECTION 1: Submitter Information

1. Complete section using your information as submitter.
2. **Please make sure your department chair and dean have signed before you submit the form to the Articulation Officer.**
3. Complete Section 2 if inactivating a course or Section 3 for reactivating a course.

SECTION 2: Inactivate a Course

Effective Term: The first term the course will **not** be offered (Example: Spring 2019).

Course Title: Must match common course numbering (Example: Composition 1).

Discipline, Prefix, and Course Number: (Example: English, ENG 101)

Was this course used as a program requirement? This course will be removed from the next course catalog. Mark yes if the course was used to satisfy a program requirement or elective. List the individual program(s) here. (Please note all affected programs must submit their own, individual, program change form to the Articulation Officer).

NSHE Common Course Numbering Deletion form. The Articulation Officer will discuss the deletion form with the submitter and submit it to the system office. GBC will be removed from the Common Course Numbering grid as offering the inactivated course indicated on this form.

SECTION 3: Reactivate a Course

Effective Term: The first term the course will be offered (Example: Spring 2019).

Course Title: (Example: EDSP 441 course title is "Characteristics and Inclusive Strategies for Students with Mild and Moderate Disabilities". If applicable, the abbreviated version for transcripts is "Chars/Strat Mid/Mod Disab") The course title must match the common course numbering form and the syllabus. **(Please note, if your course title is exceptionally long, there must be an abbreviation of 30 characters or less, that would be appropriate for transcripts and the printed schedule).**

Discipline, Prefix, and Course Number: Include discipline (Special Education), prefix (EDSP), and course number (441). Please check the common course numbering website for existing course information

<https://www.nevada.edu/ir/ccn.php>.

(Please note, if prefix or discipline is not already present in common course numbering, it needs to be approved by the system office first. Must include CIP code. (Please see the Articulation Officer for clarification.)

Will this be a general education course: If this is a new General Education course, it must go through the General Education Committee for approval **prior** to being submitted to the Articulation Officer.

Will this be cross-listed with another course: For cross-listed courses, the prefix and number can differ, but the title, credits, and content should be identical. The original course must be retained in the GBC course catalog in addition to the new course information.

Grading Basis: (A-F or S/U)

Credits: A fixed credit course will always be offered for the same number of credits. Variable credit courses can be offered anywhere from a minimum to a maximum range.

Repeatability:

- **Non-repeatable:** A student may earn credit(s) for this course only one time and can retake this course to improve a grade, but will not receive credit more than once.
- **Repeatable Credits:** If a course is repeatable up to 6 credits, then the GPA will reflect the earned grade each time they take the course until they have completed 6 credits. If the student takes the course for more than a total of 6 credits, the additional credits will not be counted towards the GPA.
- **Repeatable Completions:** If a course is repeatable up to 3 times (completions), then the GPA will reflect the student taking the course up to 3 times and the additional completions will not be counted towards their GPA.

Transferability:

- Select TRANSFERABLE if this course is transferable for any NSHE baccalaureate degree.
- Select NON-TRANSFERABLE if this course cannot be used for an Associate of Arts, Associate of Science, Bachelor of Arts or Bachelor of Science. (Courses formerly known as "B" courses.)

Prerequisites: List all prerequisites and indicate AND or OR between each requirement. (Example: Must complete ENG 95 and ENG 97 or MATH 126E or satisfactory placement scores).

Corequisites: List all corequisites and indicate AND or OR between each requirement. (Example: Must be taking ENG 101 and MATH 96 concurrently).

Is department consent required: This prevents students from enrolling via self-service, pertains to requirements that cannot be coded as a pre/corequisite. Student may not be able to enroll via self-service until special permission is given by department. This would pertain to student being accepted into a program, such as nursing or radiology.

Catalog Description: Must be the identical to the catalog description in syllabus.

Is this course a program requirement: Mark YES, if the course will be used to satisfy a program requirement or elective. List the individual program(s) here. (Please note all affected programs must submit their own, individual, program change form to the Curriculum and Articulation committee in order to appear in the catalog.)

SECTION 4: Approvals

- The Electronic C&A form and scanned supporting documents must be submitted first to the Articulation officer for review. **Do not submit directly to Curriculum and Articulation Chair.**
- The C&A form must include signatures from Submitter, Department Chair and Dean. Forms submitted without all signatures will be returned to Submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Articulation Officer will return all forms to Submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Articulation Officer will contact the submitter and Curriculum & Articulation Chair for scheduling to be included in the next available meeting agenda.



Curriculum & Articulation Committee

Inactivate/Reactivate a Course Form

SECTION 1: SUBMISSION INFORMATION

Name: _____ Phone # _____

E-mail Address: _____ Office Location: _____

Department: _____ Submission Date: _____

Have you received approval from Department Chair? _____ and Dean? _____

If you have not received approval, **DO NOT SUBMIT** to the Curriculum & Articulation Committee.

SECTION 2: INACTIVATE A COURSE

Effective Term: _____

Full Course Title: _____

Abbreviated Title: (If applicable) _____

Discipline: _____ Prefix: _____ Course Number: _____

Was this course used as a program requirement? Yes No

NSHE CCN Deletion form discussed with the Articulation Officer? YES NO Date: _____

SECTION 3: REACTIVATE A COURSE

Syllabus must be submitted with this form.

Effective Term: _____

Full Course Title: _____

Abbreviated Title: (If applicable) _____

Discipline: _____ Prefix: _____ Course Number: _____

Will this be a general education course? : Yes N/A (if yes, please list the general education objective it fulfills)

Date approved by General Education Committee: _____

Will this be cross-listed with another course? Yes No (if yes, prefix and course number) _____

Grading Basis: A-F S/U

Credits: Fixed Credits: _____ OR Variable credits: _____ to _____

Repeatability A student may earn credit(s) for this course only one time and can retake this course to improve a grade, but will not receive credit more than once.

OR

A student may repeat this course for credit up to a total number of credits _____ **OR** up to a total number of completions _____.

Transferability Course is TRANSFERABLE for any NSHE Baccalaureate degree.

Course is NON-TRANSFERABLE (Formally called a "B" course).

Prerequisites (Do not use comma's, use "and" or "or") _____

Corequisites: (Do not use comma's, use "and" or "or") _____

Is department consent required? Yes No

Catalog Description _____

(must be identical to the catalog description in the syllabus)

Will this course be used to satisfy a program requirement? Yes No

If yes, list the program(s) below: _____

SECTION 4: APPROVALS

Submitter	Dean
Name _____	Name _____
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____

Department Chair	Articulation Officer (Registrar)
Name _____	Name _____
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____

This form will not be accepted without the above signatures.

Curriculum and Articulation Chair	Vice President of Academic Affairs
Name _____	Name _____
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____