

Course Suspend Checklist

*Note: Previously, it has been communicated that a course suspension is not an option. This is a change from the prior procedure; this will **replace the Course Expiration** proposal - courses will not be expired moving forward. Please use Course Suspend if a course is not regularly offered by the department. This is an inactive status, and the course may be recalled if needed in the future using a New Course proposal.*

GENERAL INFORMATION

1. Level and Originating Campus
 - a. Graduate-Fort Wayne
 - b. Graduate/Professional-Northwest
 - c. Graduate/Professional-West Lafayette/Indianapolis
 - d. Undergraduate-Fort Wayne
 - e. Undergraduate -Northwest
 - f. Undergraduate -West Lafayette/Indianapolis
2. Due Diligence
 - a. Reviewed Course Impact Report & Contacted impacted departments
 - b. Reviewed Prerequisite Report
 - c. None of the Above
3. Proposed Expiration Term
4. Expiration Rationale

Steps 5-11 are imported in automatically. In Step 12, you will provide an alternate teach out plan for students needing this course to meet degree requirements.

5. College/School
6. Department
7. Prefix/Subject Code
8. Course Number
9. Long Title
10. Equivalent Courses
11. Course Description
12. Teach Out plan rationale