State University of New York College of
Environmental Science and Forestry

Academic Affairs Committee

Course Deactivation Form

This course deactivation form should be completed when a course will no longer be offered. The request will be reviewed by the Academic Affairs Committee and, if approved, the course will be deactivated in the Course Database and removed from the College Catalog.

Proposer name:

Contact email:

Contact phone:

Department:

1. Course Information

Course Prefix and Number:

Course Title:

2. Reason for Deactivation

Replaced by new course/course number/prefix

Lack of enrollment

Curriculum change

Faculty retirement or separation from ESF

Other:

3. Course Deactivation Date:

Approval Signatures:

All signatures and department level approvals are needed prior to submission to the Academic Affairs Committee. If your proposal will impact other departments/areas, please include email confirmation that those affected have been notified and approve of the change.