REQUEST TO INACTIVATE OR REACTIVATE A COURSE

NEW YORK INSTITUTE OF TECHNOLOGY

Instructions
1. Inactivated courses will not be included in the catalog.
2. Changes that incur a curriculum or catalog change will be returned for submission to the Curriculum Committee.
3. Faculty member completes form, obtains the approval of the Department Chair and Dean and then forwards to the Provost and Vice President for Academic Affairs, **with a plan for any students impacted by this request.**
4. Vice President of Academic Affairs will keep one copy and distribute others to Registrar, appropriate Dean, and Publications.

Please inactivate or reactivate (check what applies) the following course(s):

❒ Inactivate   ❒ Reactivate

Course(s)
_____

_____

Effective Term _____

Please enter the full catalog web address for the change you are requesting: *catalog.nyit.edu/*
Please note that anything removed via this form will be removed from the catalog.

1. Approved by_____   _____   Date_____
                     Department Chair   Signature

2. Approved by_____   _____   Date_____
                     Dean or Designees   Signature

3. Approved by_____   _____   Date_____
                     Provost or VP   Signature
          Health Sciences & Medical Affairs

4. Recorded by_____   _____   Date_____
                        Registrar   Signature