

Common Course Numbering Deletion Form
Nevada System of Higher Education
Department of Academic and Student Affairs (Effective July 1, 2014)

INSTRUCTIONS:

- A. This form must be completed for deletions of all undergraduate courses.
- B. The form requires sign-off by the institutional curriculum committee chair.
- C. Course deletions do not require review by other NSHE institutions.

SUBMITTING (ORIGINATING) INSTITUTION CONTACT INFORMATION (for institution requesting course deletion)	
Institution: _____	Date: _____
Curriculum Committee Chair: (Signature indicates approval)	
_____ Signature of Curriculum Committee Chair	Date: _____
Contact Person: _____ (Name of individual submitting this form)	Phone #: _____
_____ Signature (type name if e-mailing)	E-mail address: _____

In the boxes below, enter the course information for the course to be deleted. If more than one course is to be deleted with the same prefix, please attach to this form a list of the courses and include the prefix, course #, course title and number of credits for each course.

Prefix	Course #	Course Title	Credits

(STOP this form is complete and ready to submit – review by other institutions is not required)

If you have any questions regarding common course numbering procedures or the completion of this form, contact Janet Stake (janet_stake@nshe.nevada.edu) at System Administration (Phone: 775-784-3445; Fax: 775-784-1127).

Completed forms may be mailed, emailed, or faxed to Janet Stake at:
 Academic and Student Affairs
 2601 Enterprise Road
 Reno, Nevada 89512

System Use Only:	
Date Received: _____	
All Criteria Met? Yes [] No []	Date Referred to System-wide Discipline Committee: _____
Date Campus Contacts Notified: _____	
Date Master File Updated: _____	
Reviewed by Vice Chancellor for Academic Affairs or Assistant Vice Chancellor for Academic Affairs:	
_____ Signature	_____ Date
Notes: _____	
