WORKSHEET- DISCONTINUING A COURSE

When discontinuing a course a report request is required from the CRS Request a Report website.

When discontinuing an umbrella with segments listed in the description, all segments will be discontinued.

When discontinuing a umbrella with E-Z segments listed as their own course all segments must be submitted for discontinuing.

Determining Affected Courses:

- 1. CRS shows all affected courses in the Courses Affected Column in a preparers queue.
- 2. All users using the search function to search for the course being discontinued will show affected courses in the search results.

Program information reports are issued by The Academic Senate and are required to be attached in the attachments section in CRS.

All courses affected by a course being discontinued must be submitted. The discontinued course will be returned until all courses affected are submitted for the same term.

Course(s) affected:

Program Search Request Submitted:

Yes

No

Course(s) Number to Discontinue:

11/4/2022 MM