**Course Reserve Form**

Once a course is placed on reserve it will be deleted if not reactivated within a three year period.

Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Submission date:\_\_\_\_\_\_\_\_\_

 Automatic deletion date:\_\_\_\_\_\_\_\_\_\_\_

\_\_**ADD Course(s) to Reserve list**  **Catalog Year to start reserve:\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Prefix  | Number | Title | Credits |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add further lines if needed.

**Justification for adding course(s) to reserve list:**

\_\_\_Yes \_\_\_No Adding these course(s) to the reserved list affects ANOTHER PROGRAM (in or outside of the originators department) or is a pre- or co-requisite for ANY course. If so, a program change and/or a course change must be processed. Notification to the department affected must be attached to this form as well.

**\_\_\_REACTIVATE Courses** **from Reserve list** **Catalog Year to reactivate:\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Prefix  | Number | Title | Credits | Course changes submitted |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add further lines if needed. Course changes require submission of CAPB I form also.

**Justification for reactivating course(s):**

\_\_\_Yes \_\_\_No Other departments affected by this change have been notified (attach documentation.)

**Signatures:** This form needs to be submitted to the next applicable signature level within 10 working days.

|  |  |  |  |
| --- | --- | --- | --- |
| Approval | Signature | Printed Name | Date |
| Originator |  |  |  |
| Department Chair(s) |  |  |  |
|  |  |  |  |
| College Dean(s) |  |  |  |
|  |  |  |  |
| CAPB Chair |  |  |  |
| Registrar’s Office |  |  |  |

**Program Reserve Form**

Once a program is placed on reserve it will be deleted if not reactivated within a three year period.

Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Submission date:\_\_\_\_\_\_\_\_\_

 Automatic deletion date:\_\_\_\_\_\_\_\_\_\_\_

\_\_ **ADD Program to Reserve list**  **Catalog Year to start reserve:\_\_\_\_\_\_\_\_**

**\_\_ALL Courses included in the program reserve have been submitted on the course reserve form.**

**Justification for adding program to reserve list:**

\_\_\_Yes \_\_\_No Adding this program to the reserved list affects ANOTHER PROGRAM (in or outside of the originators department). If so, a program change must be processed. Notification to the department affected must be attached to this form as well.

**\_\_\_REACTIVATE Program** **from Reserve list** **Catalog Year to reactivate:\_\_\_\_\_\_\_\_\_**

Program changes require submission of CAPB II form.

**\_\_\_ ALL Courses reactivated with this program have been submitted on the course reserve form.**

**Justification for reactivating the program.**

**Attachments:**

\_\_\_Yes \_\_\_No Other departments affected by this change have been notified (attach documentation.)

\_\_\_ If reactivating the program, please attach program outcomes and assessment plan.

**Signatures:** This form needs to be submitted to the next applicable signature level within 10 working days.

|  |  |  |  |
| --- | --- | --- | --- |
| Approval | Signature | Printed Name | Date |
| Originator |  |  |  |
| Department Chair(s) |  |  |  |
|  |  |  |  |
| College Dean(s) |  |  |  |
|  |  |  |  |
| Graduate Studies Board (if applicable) |  |  |  |
| CAPB Chair |  |  |  |
| Provost |  |  |  |
| Registrar’s Office |  |  |  |

**Course or Program Reserve process**

1. Program determines need for reserve.
2. Program searches catalog for all references to courses or programs being proposed for reserve. Attach search results to form.
3. Other departments affected by change are notified and acknowledge the proposed reserve.
4. Program completes reserve form and gathers signatures.
5. College Dean submits form to CAPB in fall semester.
6. CAPB reviews request and votes on approval.
7. Registrar puts program on reserve, makes Catalog changes and notifies CDHE to adjust SURDS reporting, including any teach-out.
8. Registrar reminds CAPB of required review of university reserve list each fall semester, and facilitates CAPB-verified automatic course or program removal after three year period.
9. Upon program reactivation, program review is required at five years, as for a new program.

**Upon course or program reserve or reactivation approval, department must complete checklist:**

Checklist of sites to remove or reactivate mention of courses or program:

1. Recruiting & admissions
	1. Internal
	2. External
2. Printed materials
3. Catalog
4. Websites
5. Financial Aid
6. External advisory boards
7. Advising