



HILO Course De-Activation, Re-Activation, or Archiving

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Center, First Floor Rm 101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: uhhro@hawaii.edu

SECTION I: To be completed by faculty representative of program:

Course Alpha: _____ Course Number: _____

College: _____

Name of Program: _____

- De-activate this course temporarily, effective AY: _____: remove from university catalog and banner.
- Re-activate this course: course was temporarily de-activated; it will be taught in the coming academic year AY _____ and should be included in the university catalog and Banner.
- Archive this course permanently; this course will not be offered in the future.
- Description of impact of this change on program requirements (certificate, minor, major, graduate program). List other programs at UH Hilo which currently includes this course in curricula published in the catalog.

Print name of submitter	Signature of submitter	Date
-------------------------	------------------------	------

SECTION II: Other UH Hilo programs/department(s) affected by change:

Department/Program	Print name of department/program chair	Signature	Date
Department/Program	Print name of department/program chair	Signature	Date

- Announced to UHH Faculty List Serve: UHH-FACULTY-L@lists.hawaii.edu (attach copy)

SECTION III: Additional Approvals:

Print name of Division Chair	Signature	Date
Print name of Dean/Director	Signature	Date

SECTION IV: Submit original form once completed to the Office of the Registrar

Registrar's Office Date Received _____ Date Processed _____

Copy to Curriculum Coordinator