

## Expire Course

Department Coordinators use the Expire Course application to remove an existing course from the ACC course inventory in a specified term.

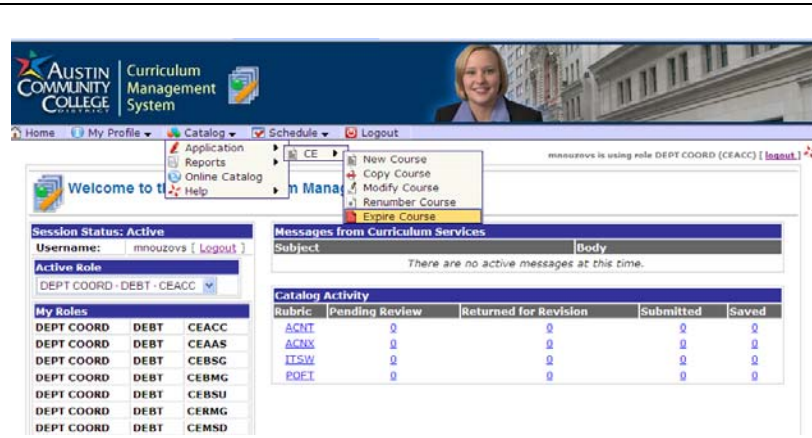


Figure 23 – Select Expire Course

1. Select **Expire Course** from the **Catalog Application** drop down menu.
2. The **Expire Course Application** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to expire.
4. A list of matching courses will open.
5. Click **Select** for the course you want to expire.

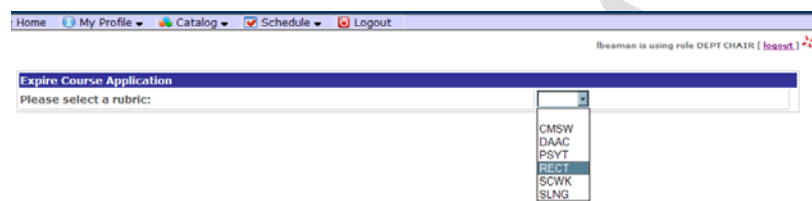


Figure 24 – Select Expire Course Rubric

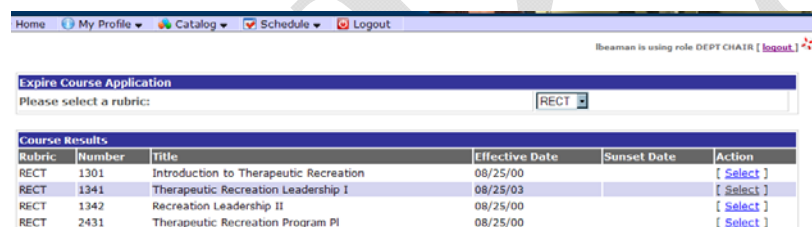


Figure 25 – Select Expire Course Rubric and Number

Expiring Course Details	
Application Type	EXPIRE
Department	DEBT
Dean	CEBUS
Department Chair	CEACC
Budget #	07008
CIP Code	5216010000
Course Rubric - Number	ACNT-2043
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 0.8 Lecture Hours: Lecture Contact Hours: 8
Credit Type	CE
Course Type	CEW
Department Approval Required	N
Repeatable for Credit	Y
Rider 50 (Rule of Three) Applies?	N
Student Outcomes and Objectives	
Student Evaluation	
Course Titles	
Master Title	
YData	

Figure 26 – Completed Expire Course Application

- The **Expire Course Application** screen opens.

**Note:** There are two sections on the **Expire Course Application** screen. The top section allows you to set the expiration for the course. The bottom section provides details of the course you will be expiring. You will not be able to edit the expiring course details.

- Be sure this is the course you wish to expire before proceeding!!!**
- Use the down arrow to set the **Last Term Offered** for the course.
- Click **Save and Close Application** or **Continue Course Application**.
- Review the application and add a justification for the application. Part of the justification will need to state what was changed and why.
- Click **Continue**.

The application will be submitted for review by the next approval level(s).