Requesting removal of past courses

How do I request the removal of a past course?

For information on how to request the removal of a past course, please see the appropriate section below.

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### CRN-based Course

#### Standard Courses Requested Using MAX

As the primary instructor of a CRN-based course, you may use MAX to request that course's deletion from the D2L system.

Policy requires that every standard, CRN-based course remain in D2L for at least two years past the close of the term during which that course ran. For example, a course that ran during the Spring 2014 term cannot be deleted until after the end of the Spring 2016 term. For the purpose of this policy, the three summer terms are treated as one unit, with the end date of Summer 3 acting as the end date of the composite term.

To request the removal of a past course:

1. Log in to MAX / Banner.
2. Click on the “Faculty Services” link.
3. Click on the “D2L Course” link.
4. Choose from the drop-down list the semester of the past course.
5. Click the button to proceed.
6. In the list of your previously requested D2L courses, click the “Request Removal” button for the course you wish removed.
7. Your course shell removal request will be sent to the IT Help Center for processing.

#### Special Courses Requested by Contacting the Help Desk

Contact the IT Help Desk to request the removal of your course. Provide to the IT Help Desk:

- your name
- the exact name of the course in D2L
- the semester under which the course may be found in D2L
- the department under which the course may be found in D2L

#### Non-CRN Course Shells for Organizations, Groups, Projects, Etc.

Contact the IT Help Desk to request the removal of your shell. Provide to the IT Help Desk:

- your name
- the exact name of the course in D2L
- the semester under which the course may be found in D2L
- the department under which the course may be found in D2L