

# Unbanking Courses

In order to unbank a course, use the **Course Revision form**.

This form and others are found at the Academic Planning and Development website located in the “Curriculum Development” section:

<http://air.sfsu.edu/curriculum/courses>

What you need for unbanking a course depends on **how long it has been in the bank**.

## ***When a course has not been taught for 5 years:***

The course may be banked.

- Department and College will receive notification
- Department and College will have option to request a course not be banked

## ***When a course has not been taught for 6–10 years:***

The course will be banked.

*How can I unbank the course?*

- 1) Use a Course Revision Form
- 2) Provide the following information:
  - a. course outline
  - b. student learning outcomes
  - c. program learning objectives
  - d. evaluation procedures
  - e. reading list.

## ***When a course has not been taught 10 years:***

The course no longer exists.

- Programs wishing to teach a course on the topic will need to file a New Course Proposal.