

REINSTATE A COURSE (no changes) BACK INTO THE CALENDAR
Template for Curriculum Navigator Initiators

Instructions: Use this form when you want to reinstate a course (without changes) back into the Academic Calendar. If you have changes to make to this course there is a different form for that. For more information about reinstating courses, see the related [University Policy](#). Fill in the spaces below. Once completed email this form to the initiator within your faculty; if you are unsure who that is, contact the Administrative Assistant to the Dean. The initiator will input this request into Curriculum Navigator, which will start the approval process. A unique request number will then be assigned your request. You may use this number to track the progress of your request by completing the following steps:

Go to the website: <http://navigator.lakeheadu.ca>

Username: **lakeheadmember**

Password: **password**

Select "Curriculum", then "Search Requests".

Enter the request number, open the request, and then click on the "Workflow" tab.

Note: All fields below are required fields.

- Course code or title:
- Calendar Start Term. When this course should be displayed in the Calendar (e.g. 2016-17):
- Pedagogical rationale for this proposal. Why are you submitting this request?