

*Blackboard Course Delete*

To delete a Blackboard course, please fill out the following information. When you are finished, click on the **SEND REQUEST** button at the bottom of the page. Please read the *Lehigh Blackboard Policies* below.

**Lehigh Blackboard Policies**

**DELETING COURSES.** Consider exporting the course content and downloading a copy of the gradebook for your personal records prior to filling out this request.

**OLD COURSE POLICY.** Blackboard courses will be deleted after residing one year on the Blackboard server. You will be reminded before a course is deleted and will be prompted to export the content for your records. If you suspect that course content may be needed for a future course, request that the course be kept on the system.

Please check here after you have read the *Lehigh Blackboard Policies* above

**Instructor Information**

Enter your name, department, email, phone, and college

Instructor's Name:

Department:

Email:

Phone:

College: (Select one)

- Business & Economics
- Arts & Sciences
- Education
- Engineering & Applied Science

**Delete a Course**

To delete a course, please enter the course information here.

Example: PSYC-435-10-FL00 for COURSE-COURSE NUMBER-SECTION-TERM

Dept.	Course #	Section(s)	Term	Course Name
		-	Spring 2006	
		-	Spring 2006	
		-	Spring 2006	
		-	Spring 2006	

**Comments or Questions**

**Send Request**

Click the *Send Request* button below when you are finished.

**REMEMBER - IF YOU DON'T EXPORT YOUR COURSE CONTENT, IT CANNOT BE RECOVERED AFTER YOU SEND THIS REQUEST. MAKE SURE YOU EXPORT YOUR COURSE CONTENT and DOWNLOAD THE GRADEBOOK IF YOU WISH TO RETAIN A COPY FOR YOUR RECORDS BEFORE DELETING.**