

Course Drop Form

Use this form when dropping a course from a Program, or if substituting a new or current course in place of a dropped course. Include a Program Modification Form/New Program Form showing all changes to the program. \* Required field

|  |  |  |  |
| --- | --- | --- | --- |
| **Submitted by:**  | Click or tap here to enter text. | **Date:**  | Click to select a date**.** |

**\*Reason or rationale for proposed course drop:**

|  |
| --- |
| Click or tap here to enter text. |

**\*Course(s) to be Dropped from the program:**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Course Title** | **Credits (Total)** |
|  |  |  |
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|  |  |  |

**\*Does this course change affect other programs or other courses? YES** [ ]  **NO** [ ]

If yes, attach document support from program faculty or course users.

**\*Does this proposal affect an articulation agreement? YES** [ ]  **NO** [ ]

If YES, attach the articulation agreement to submission documents.

**\*Does this proposal call for teach-out for current students in the program? YES** [ ]  **NO** [ ]

If YES, attach the Teach-Out plan for current students and list semesters to completion of the Teach-Out plan.

**\*REVIEWED BY:** *It is recommended, but not required, that the Division Chair, Dean, and EVP review the proposed additions/changes to any program/courses before submission to the AASC.*

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| Division Chair |  | Click or tap to enter a date. |
| Dean |  | Click or tap to enter a date. |
| AASC Chair |  | Click or tap to enter a date. |
| EVP |  | Click or tap to enter a date. |