

Step 1: Indicate whether the course deletion is being applied to an existing course or to a variable content course that specifically lists topics in the course description.

***All fields require input**

This proposal applies to:

- ☐ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

Select an existing course ▼

Step 2: Indicate whether this course is a requirement or elective choice course within a current program, including those NOT in your department. A corresponding program change course form must be submitted to remove the deleted course from the program requirements. Other departments using this course should be notified of plans to delete the course.

Is this course a requirement or course choice within any current program, including those outside your department?

- ☐ No
- ☐ Yes (A corresponding program change course form must be submitted to remove the deleted course from the program requirements. You should also notify other departments using this course of your plans to delete the course.)

Step 3: Fill out the additional course information. These categories are self-reported, so you must determine whether a course will be added to a program, whether a course needs to be reviewed by CGEIP or EPPC. If the course has a graduate/undergraduate parallel course, check yes. You will then select the parallel course from the drop down list. If the parallel course is also being deleted, that form should be submitted simultaneously. If the parallel course is not being deleted, a change course proposal to remove the parallel course language should be submitted at the same time.

Will this proposal need to be reviewed by CGEIP? ☐ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☐ No ☐ Yes

Is there a graduate/undergraduate parallel course to this one? ☐ No ☐ Yes

Please email curriculum@missouristate.edu if you are unsure whether your course must go through CGEIP or EPPC.

Curricular Action Workflow: Delete Course Proposal Form Guide

Step 4: Indicate all sources and reasons for proposing that this course be deleted. If none are applicable, please thoroughly explain under "other".

Reason for proposed Deletion

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum ☐ Faculty Input ☐ Student Input

☐ Accreditation/certification compliance ☐ Review of catalog information

☐ Other (be specific):

Step 5: Please indicate when this change was approved by the department/program faculty. Lastly, click save as a draft or submit for final review.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

***All fields require input**

Once this form is submitted, **NO** changes can be made to the form or attachments. Please make sure that all information is proofed before final submission.

Please see the corresponding Curricular Action Workflow Process document to see the steps that this proposal will follow for approval and the approximate timeline for completion and implementation.