



Course Drop Proposal: CourseLeaf

Purpose: used as a template to facilitate discussion in the college(s)/school(s)/department(s) for a proposal to drop an existing course. All proposals to drop a course must follow the [Provost guidelines](#) and then be entered on and approved in the [CourseLeaf](#) online approval process.

Instructions:

1. Complete Sections 1 of this form using a computer.
2. Print the form using the 'Print Form' button.
3. Route as needed.

Note: *All courses are terminated at the end of the summer term of the termination academic year as listed below.*

Section 1: Course Information

Following is the information required in CourseLeaf to use as your guide during the initial research and development stages of the process.

Program Code _____

Official Full Title _____

Termination Academic Year
(e.g. 2015-16) _____

Rationale for this proposal
