**Core Curriculum Program**

**Course DROP Form**

**Effective Spring Semester 2023**

For additional information please contact the Core Curriculum Director or your college’s Core Curriculum Committee representative. A current list is available at www.bemidjistate.edu/bsufa (click on Faculty Committee Roster and scroll down to Core Curriculum Committee).

**Submission Process**

The completed form, including signatures, follows the same process as a curriculum proposal. Core Curriculum forms may be submitted concurrently with curriculum proposals for new or modified courses.

To begin the process, submit your proposal to your department chair. See the chart below for routing. To check on the location of a proposal, contact the Curriculum Coordinator at 3948.

**Core Curriculum Routing Process**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **New Courses** | **Courses in** | **Modification of** |
| **Routing** | **(not in the** | **Catalog but** | **Courses already** |
|  | **catalog)** | **New to Core** | **in Core** |
|  |  |  |  |
| Department Chair | X | X | X |
|  |  |  |  |
| Dean | X | X | X |
|  |  |  |  |
| Academic Affairs (for tracking) | X | X | X |
|  |  |  |  |
| Curriculum Coordinator (Records | X | X | X |
| Office) |  |  |  |
|  |  |  |  |
| Curriculum, Graduate, Teacher | X |  | X |
| Education Committees, as |  |  |  |
| appropriate |  |  |  |
|  |  |  |  |
| Core Curriculum Committee | X | X | X |
|  |  |  |  |
| Curriculum Report | X | X | X |
|  |  |  |  |
| Faculty Senate | X | X | X |
|  |  |  |  |
| Academic Affairs | X | X | X |
|  |  |  |  |

Core Curriculum Course Drop Form – Page 2

**I. Course to be dropped from the Core Curriculum:**

Department prefix and number:

Title:

**II. Goal Area/Goal Areas currently offered in:**

|  |  |
| --- | --- |
| \_\_\_\_\_ Goal Area 1: Communication | \_\_\_\_\_ Goal Area 7: Human Diversity |
| \_NA\_ Goal Area 2: Critical Thinking | \_\_\_\_\_ Goal Area 8: Global Perspective |
| \_\_\_\_\_ Goal Area 3: Natural Science | \_\_\_\_\_ Goal Area 9: Ethical and Civic |
| \_\_\_\_\_ Goal Area 4: Mathematical/Logical | Responsibility |
| Reasoning | \_\_\_\_\_ Goal Area 10: People and the Environment |
| \_\_\_\_\_ Goal Area 5: History and the Social and | \_\_\_\_\_ Goal Area 11: Performance and |
| Behavioral Sciences | Participation |
| \_\_\_\_\_ Goal Area 6: Humanities and the Arts |  |
|  |  |

**III. Reason for dropping the course from Core Curriculum:**

|  |  |  |  |
| --- | --- | --- | --- |
| **IV. Signatures and Contact Person** | |  |  |
| Originator: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
|  | Name Typed | Signature | Date |
| Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
|  | Name Typed | Signature | Date |
| Dean: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
|  | Name Typed | Signature | Date |

Person to be contacted for further information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_