

BSU Curriculum FormsCourse Drop Form

(Last updated 9.30.24)

Use this form to:
**Drop a course from BSU’s curriculum file**

***Note: All curriculum proposals also require a Proposal Summary and a Signature form***

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| --- | --- | --- |
| **Course Subject & Number** | **Course Title** | **Credits**  |
|  |  | [ ]  1 credit [ ]  3 credits [ ]  5 credits[ ]  2 credits [ ]  4 credits [ ]  Other ( ) |

|  |  |
| --- | --- |
| **If applicable, Core Curriculum Goal Area(s) that this course is part of.** | [ ]  Core Goal 1 Communication [ ]  Core Goal 3 Natural Science [ ]  Core Goal 4 Mathematical/Logical Reasoning [ ]  Core Goal 5 History & the Social & Behavioral Sciences[ ]  Core Goal 6 Humanities and the Arts [ ]  Core Goal 7 Human Diversity [ ]  Core Goal 8 Global Perspective [ ]  Core Goal 9 Ethical and Civic Responsibility [ ]  Core Goal 10 People and the Environment [ ]  BSU Focus: Performance and Participation [ ]  Nisidotaading Course  |
| **This form is used ONLY to drop a course from the university curriculum file.** (To drop a course from a program, use the Program Modification form.) |  [ ]  I confirm I would like to permanently drop this course from the  University curriculum file. |
| **What new or current course(s) will replace this dropped course for students remaining in the old curriculum/old catalog:** |  |
| **What is the reason(s) for dropping this course from the university curriculum file?** |  |
| **Is this dropped course is a requirement or an elective in any BSU program?** To locate if this course is in a program run the [Course Usage Power BI Report](http://selfservreports/pbirsreports/powerbi/BSU/BSU%20Course%20Usage) (to run it you must log in with your starID@bemidjistate.edu and password) | [ ]  No, I have checked the catalog and this course is not a  requirement or elective in any BSU program[ ]  Yes, I have checked, and this course is in the following program(s).1. .

[ ]  Yes, I have checked, and this course is in the following Core Curriculum goal area(s).1. .
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| **If yes, to previous question** | [ ]  Yes, the department chair(s) have been notified of this course  drop from their program(s) [ ]  Notification was done by email. Their response is  copy/pasted below. [ ]  Notification was done by email. No response has been  received. My notification is copy/pasted below. [ ]  Notification done by phone on the following date. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Who: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Indicate who you sent notifications to: |

**Copy/Paste any notifications sent and responses received below.**