

REQUEST FOR **DROPPING** A COURSE

PLEASE SUBMIT 17 COPIES OF EACH REQUEST

FORM B		
ADMINISTRATIVE USE ONLY		
<input type="checkbox"/> UACM	<input type="checkbox"/> UPRE	
<input type="checkbox"/> UREL	<input type="checkbox"/> HIST	
<input type="checkbox"/> DIST	<input type="checkbox"/> ESP	
<input type="checkbox"/> CAT		
Effective Date: _____		

Department _____ Date _____
 College _____

Course rubric & no. _____ Title _____
 Semester hours of credit: _____

NOTE: Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? **Yes () No () N/A ()**

This course is presently **included** in the following **curriculum, minor, concentration, area of specialization**:

Is this course a prerequisite for any other courses? **Yes () No ()**

If answer to above is yes, please list courses by rubric and course number.

Rubric _____ Course # _____ Rubric _____ Course # _____
 Rubric _____ Course # _____ Rubric _____ Course # _____

Is this course on the general education list? **Yes () No ()**

If yes, attach **approval of drop** from General Education Committee

REASON FOR REQUEST TO DROP COURSE:

APPROVALS:

Department Faculty Approval Date _____ College Faculty Approval Date _____

 Department Chair's Signature (Date) College Dean's Signature (Date)

 Graduate Dean's Signature (Date) Chair, FS C & C Committee (Date)

 Academic Affairs Approval (Date)

Instructions for [Form B](#) · Request for Dropping a Course

NOTE: When the number/rubric of a course is being changed, Form A *and* Form B must be submitted to add the course with the new number/rubric and to drop the course with the original number/rubric.

NOTE: Before requesting that a course on the General Education list be dropped, departments must obtain the approval of the General Education Committee of the LSU Faculty Senate. Their approval should accompany any request to drop a course on the General Education list.

Seventeen identical copies of each request must be submitted.

All questions must be answered. The course proposal will be delayed until the form is filled out completely and correctly. Proposals should be submitted early enough to obtain final approval before the desired effective date.

Most items on this form are self-explanatory. **Reasons** for dropping the course must be provided. Departments with curricula [which include this course and/or courses for which this course is a co- or pre-requisite must be identified and notified in writing. The affected unit must be invited to submit a written response; such response will be weighed by the Faculty Senate Courses and Curricula Committee in its deliberations. If the course is cross-listed, approval signatures of each dean and chair concerned should be submitted.

Dates of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider curricular proposals that have not been approved by college/departmental curriculum committees.

Attachments to **Form B** include:

Approval from the **General Education** Committee if the course to be dropped appears on the list of Gen. Ed. courses.

Responses from all departments/colleges affected by this drop.

It is important to identify each location in the General Catalog where the dropped course appears.