

Checklist for Submitting a Proposal to Delete a Course

- _____ The proposed course deletion has been reviewed and approved following procedures in my College.
- _____ The Course Proposal Form is checked to reflect that this is a Course Deletion.
- _____ The Current Bulletin Listing is copied exactly from the latest version of the **Bulletin** online (<http://www.umsl.edu/bulletin/>).
- _____ The Rationale is clear enough for a person outside my field to understand why I'm requesting the deletion.
- _____ I have attached information about any impact on the General Education (for undergraduate course).
- _____ If appropriate, I have checked the State of Missouri goals that this course met (for 1000-2000 level courses only).
- _____ This course is NOT cross-listed.

OR

- _____ Unit(s) with cross-listed versions of this course will submit separate Course Proposal Forms. I understand that my proposal will be held in Academic Affairs until all forms are received.
- _____ I have consulted with my colleagues and checked the **Bulletin** to be certain that no similar courses exist on campus or that no other programs depend on this course. I understand that my proposal may be held up if I have not accurately assessed other units' interests in this course deletion.

OR

- _____ Units with an interest in this course have agreed to send electronic comments and approvals to Academic Affairs.