

Form 90B – Request to Drop a Course

- Must include rationale
- If the course you intend to drop has a course specific fee attached to it, please send a memo to the Business Officer in your Dean's Office. The memo needs to tell the Business Officer the course title, the course number, and when your unit will cease teaching the course.

Form 90B – Request to Drop A Course

The following information is presented as a guide for completing the Form 90B and for understanding the related routing procedures.

1. Indicate Department of Record.
2. Indicate Subject Code.
3. Indicate Course Number to be dropped.
4. Indicate Course Title to be dropped.
5. Indicate credit hours for the course. If the course has been offered for a fixed amount of hours, enter the credit hours in the Fixed Hours field. If the course has been offered for a variable amount of hours, enter the credit hours in the Variable field and select "to" or "or".

Example 1: 1.0 hours **to** 3.0 hours

Example 2: 3.0 hours **or** 6.0 hours

6. Indicate all courses both within and outside of the program for which the dropped course was a prerequisite. A prerequisite is a course that must be completed successfully prior to another course.

Example 1: Dropped Course = SOC 303
Course Impacted by Drop = SOC 495

7. Indicate all courses for which the dropped course was a co-requisite. Co-requisites are those courses that **MUST** be taken at the same time as another course.

Example 1: Dropped Course = CHEM 121B
Course Impacted by Drop = CHEM 125B

8. List academic units with whom the course drop has been coordinated and provide a Letter of Explanation detailing the coordination. (Attach supporting document)

9. Provide rationale for discontinuing course.

10. Indicate all program and/or degree requirements affected by the course drop. If Yes, complete the Form 91A.

11. Indicate all general education requirements affected by the course drop, if applicable.

12. Indicate whether senior assessment is affected by the course drop, if applicable.

13. Indicate whether the course drop is a result of a course number change. If there is a course number change taking place, specify the course that will replace the dropped course.

Checklist for Completing Form 90B

- Review Curricular Timeline for submitting Form 90B, noting deadline for preferred effective term
- Complete Form 90B
- Attach Letter of Explanation detailing coordination with other academic units
- Submit according to Routing Guide by the published deadlines

Routing Guide

1. Department Chair
2. College/School Curriculum Committee
3. Dean of School
4. Office of the Provost
5. Governance Office (undergraduate level courses) or Graduate School (graduate level courses)
6. a) For undergraduate courses,
 General Education Committee (if course has general education designation/s),
 Committee on Assessment (if course affects the capstone experience),
 Curriculum Council,
 Graduate Council (for 400-level courses that also carry graduate credit)
- b) For graduate courses,
 Graduate Council
7. Office of the Provost – Director of General Education
8. Academic Scheduling
9. Office of the Provost for permanent retention and recording

Deadlines For Submission to Office of the Provost (#4 in the Routing Guide)

Date	Effective Term
March 1 st	Following Spring Semester
September 1 st	Following Summer Semester
October 1 st	Following Fall Semester