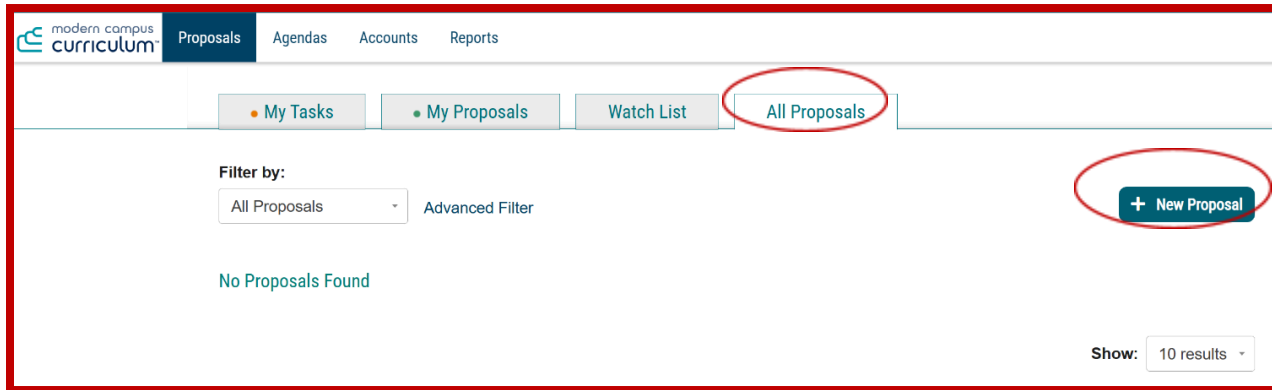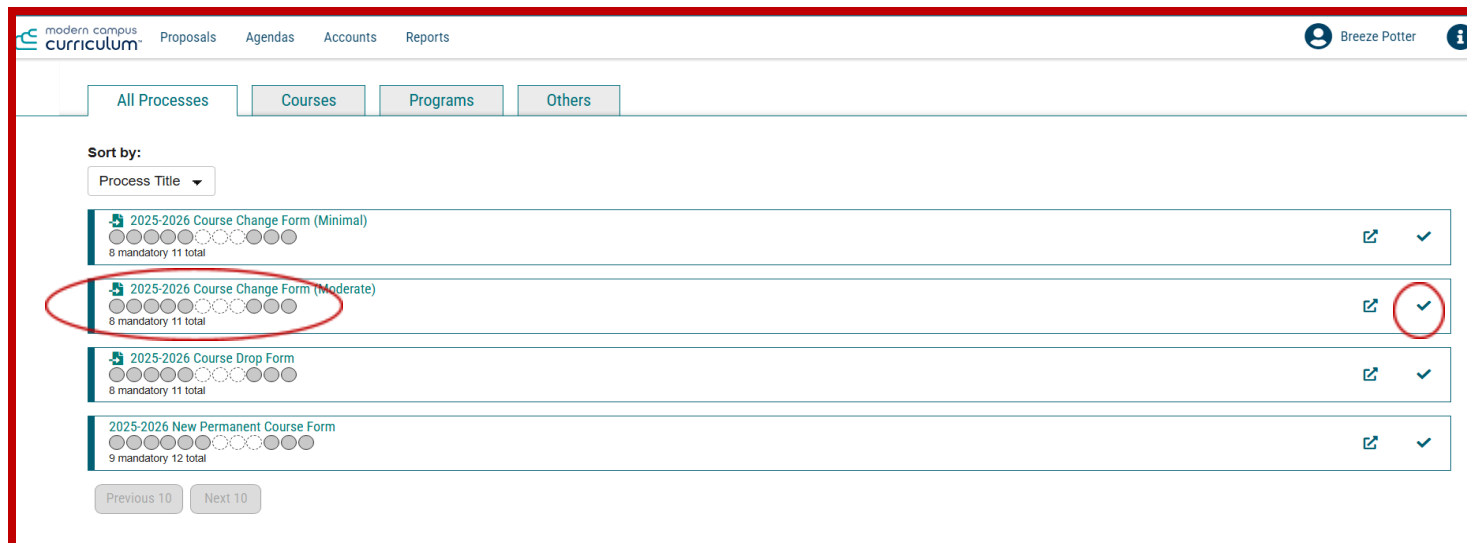**HOW-TO: Course Drop**

STEP 1: **Build Your Proposal**

- Log in to Curriculum using the link in your portal. Navigate to **All Proposals** tab and click the **+ New Proposal** button on the right side:

- This brings up all available course forms. To **drop a course**, click the check mark to the right on the **Course Drop** form for the academic year.

HOW-TO: Course Drop

▪ Clicking the check mark will bring up the **Search Curriculum Inventory** screen. Enter the course subject (**Prefix**)

▪ In the search results, click the page/arrow icon to the right of the course you want to drop:

▪ This brings up a screen showing what data will be imported to your proposal. Click the **Build Proposal** button to

2025-2026 Course Drop Form   ✕

Import Data into your Proposal

Field Name	Data Preview
Academic Unit: College	*[no data]*
Academic Unit: Division	*[no data]*
Basic Course Information: Subject	ANTH
Basic Course Information: Course Number	213
Basic Course Information: Course Title	Language and Culture
Basic Course Information: Description	Introduction to the anthropological study of language and communicative behavior. Examines basic concepts underlying linguistic analysis and reviews anthropological studies of conversational practice and social variation in language and speech. Part of introductory sequence (ANTH 213, ANTH 214, ANTH 215 and ANTH 216) which may be taken in any order.
System Administrator Only: Catalog OID (Item ID)	44558
System Administrator Only: Catalog Status	Active-Visible

Build Proposal   Return to Search

HOW-TO: Course Drop

STEP 2: **Read Directions & Run Impact Report**

- Review the section titled, "**Read Before You Begin Your Course Drop Proposal:**" for details about how to use the **Course Drop Form**. Click **Run Impact Report** at the top of the page to determine whether there are any impacted departments you will need to contact (please note, you will need to acknowledge you completed this step later in the proposal):

Read Before You Begin Your Course Drop Proposal: ∧
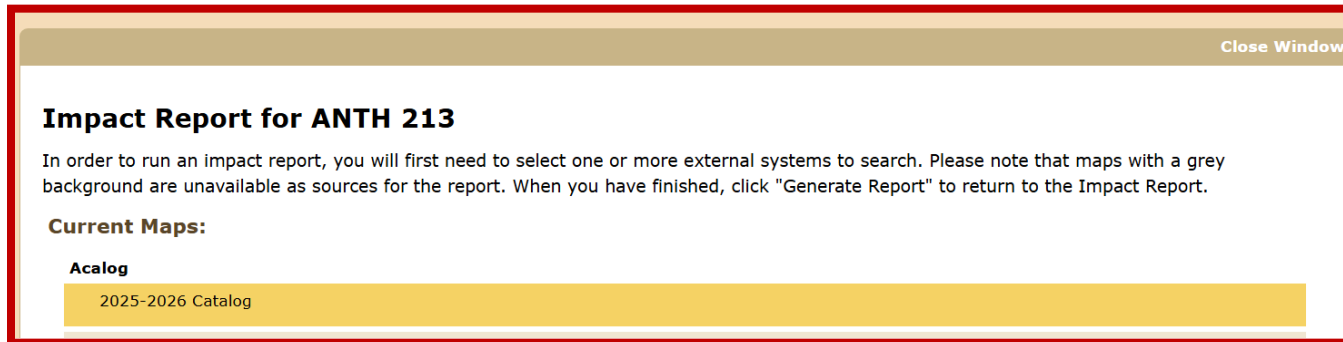
Remember:

- If the dropped course was part of a program or a prerequisite to another course, a **corresponding program or course proposal is required.**
- The dropped subject/course number is **frozen for 7 years (undergraduate) or 5 years (graduate)**, and cannot be reused during that period.
- For assistance, contact Catalog & Scheduling Coordinator Jason Horne at catalogandscheduling@wou.edu.

To Complete Your Course Drop:

- **Generate and review an Impact Report** for the current catalog.
- **If the change impacts any programs or courses,** notify affected departments that corresponding program and/or course proposals are required.
- Complete the form and attach the report and any other supplementary documents in the **Acknowledgements and Attachments** section.
- **Save All Changes** and click **Validate and Launch Proposal** to submit.

HOW-TO: Course Drop

- Clicking **Run Impact Report** will bring up a pop-up window. Select the appropriate catalog (e.g. 2025-2026 Catalog) and click the **Generate Report** button at the bottom of the window:

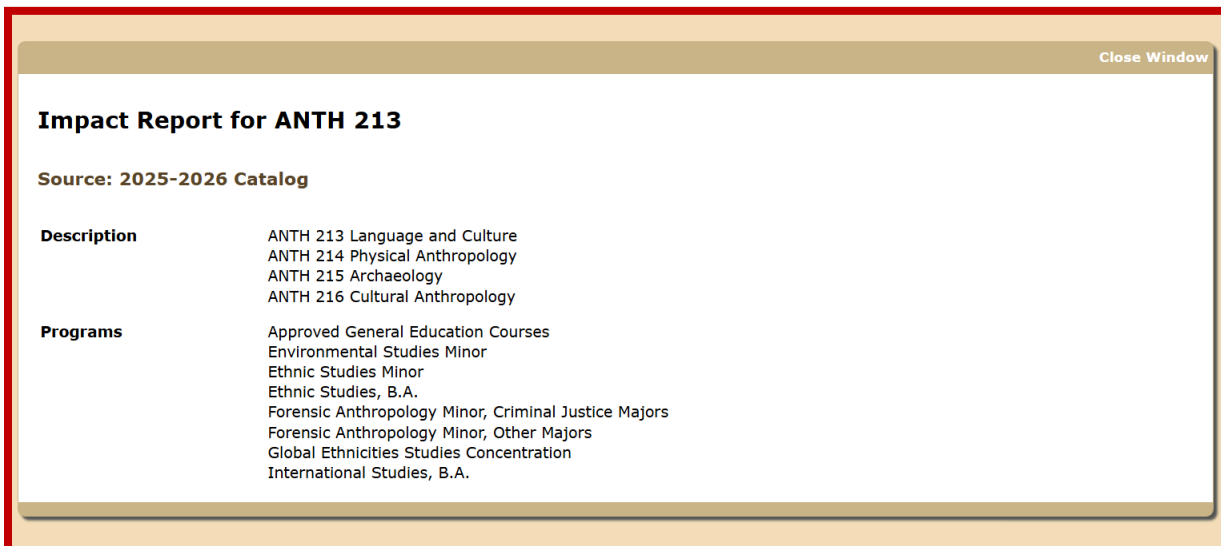- A new pop-up window will display with a list of any impacted courses and programs:

HOW-TO: Course Drop

<u>STEP 3:</u> **Fill Out Your Proposal**

- **Rationale -** explain the reason for the change.

- **Academic Unit** – Use the drop-down menus to select the **College**, **Division**, and **Department**:

- **Basic Course Information** – Select the **Level** (this helps route the form to the appropriate steps in the workflow).

  DO NOT make any other changes to this section:

Basic Course Information ⌃

Select the course level. Make no other changes.

Level*
○ Undergraduate   ○ Graduate

Subject*   Course Number*

[ANTH ×]   [213]

Course Title*

[Language and Culture]

Description*

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Format ▾ | ≡ ≡ ≡ ≡ | ⊆ ⊆ | ⚑ | 🖾 ⊞ ≣

Introduction to the anthropological study of language and communicative behavior. Examines basic concepts underlying linguistic analysis and reviews anthropological studies of conversational practice and social variation in language and speech. Part of introductory sequence (ANTH 213, ANTH 214, ANTH 215 and ANTH 216) which may be taken in any

▪ **General Education** – Select whether the course you want to drop is a **GenEd Course** (this helps route the form to the appropriate steps in the workflow):

General Education ⌃

Is this a GenEd Course?*

○ No

○ Yes

▪ **Equivalency:** Answer the questions and if applicable provide the equivalent course information:

HOW-TO: Course Drop

Equivalency

Is a new course being created to replace this course?*

○ No ○ Yes

If a new course is replacing this course will the new course be equivalent to the old course?*

○ No ○ Not Applicable ○ Yes

If the two courses are equivalent, a student that took this course and subsequently takes the new course will not receive credit for both and the new course will replace the previous one in their GPA*. Courses are equivalent when the content overlaps to a sufficient degree that the student is duplicating content and learning outcomes. *Repeatable courses are an exception to this rule, contact the Office of the Registrar for additional guidance if your course is repeatable.
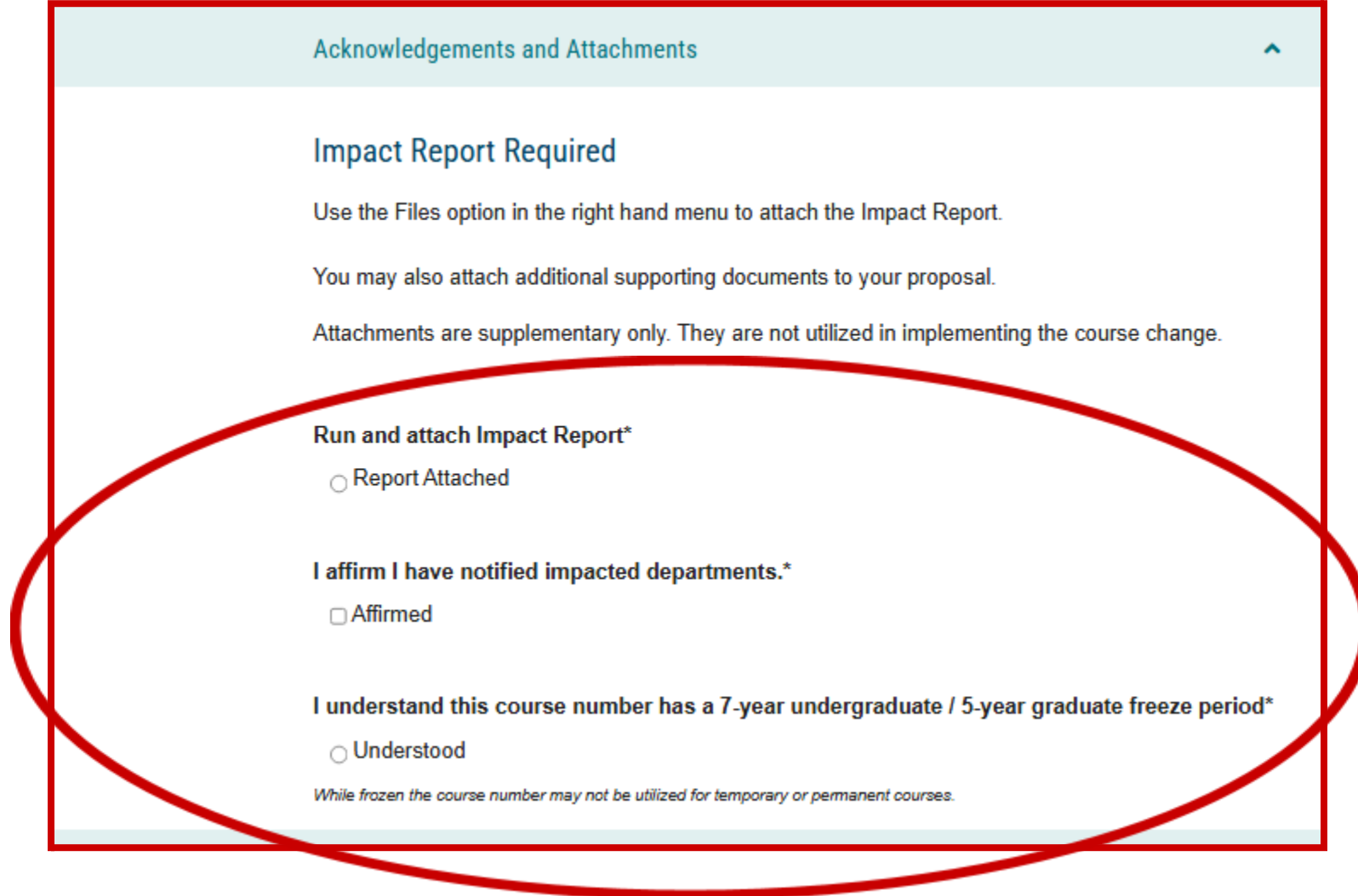
Equivalent Course Subject

Select an option

Provide the subject of the new equivalent course.

Equivalent Course Number

Provide the course number of the new equivalent course.

- **Acknowledgements and Attachments** – Complete this section to finish your proposal. Please note, you may add additional attachments to supplement your proposal but they are not used in processing your change.

HOW-TO: Course Drop

Acknowledgements and Attachments ^

Impact Report Required

Use the Files option in the right hand menu to attach the Impact Report.

You may also attach additional supporting documents to your proposal.

Attachments are supplementary only. They are not utilized in implementing the course change.

Run and attach Impact Report*

○ Report Attached

I affirm I have notified impacted departments.*

☐ Affirmed

I understand this course number has a 7-year undergraduate / 5-year graduate freeze period*

○ Understood

While frozen the course number may not be utilized for temporary or permanent courses.

- To add attachments to your proposal, click on the file icon on the right tool bar and select the file you want to attach:
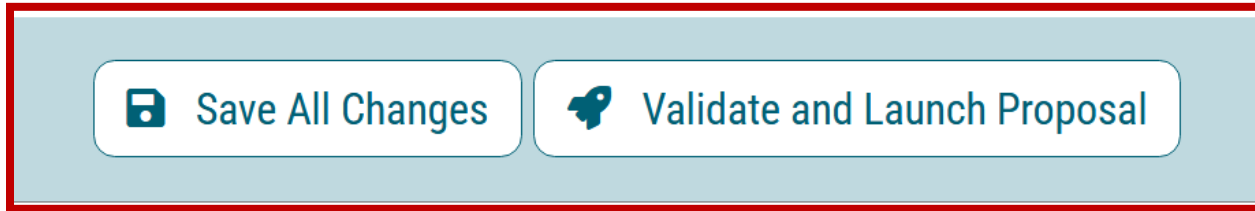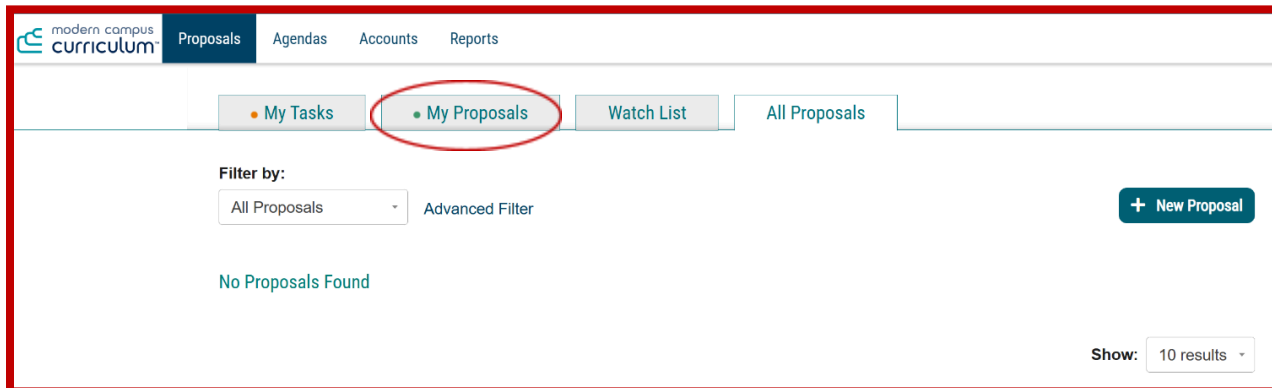
HOW-TO: Course Drop

HOW-TO: Course Drop

STEP 4: **Launch & Track Your Proposal**

- **Save All Changes** and click **Validate and Launch Proposal** to submit your proposal. Please note, once your proposal is submitted, you will not be able to make any edits.

- To view your submitted proposals, click the **My Proposals** tab on the Curriculum Dashboard:

HOW-TO: Course Drop

▪ If your proposal is rejected at any step in the workflow, it will return to you for edits under the **My Tasks** tab. Once you are done correcting the proposal, you will need to click **Validate and Launch Proposal** to submit it back into the workflow: