

REMOVING A COURSE FROM A PROGRAM OF STUDY or DROPPING A COURSE

CHECKLIST

STEP #1 – Prepare form

_____ Course Drop Form

➤ *This form is used to make a course no longer available at ECU. If the course being dropped is currently part of a program, use the Program Revision process in addition to this form for each program affected.*

➤ *The Program Revision process (without the course drop form) is used to remove a course from a program of study but keep the course in the catalog as an option for other programs at ECU.*

_____ Recorded Department Committee Approval Vote

STEP #2 - Send to Michele as an email attachment by materials due date.