

Course Number -

<b>For Administrative Use Only</b>	<h1 style="margin: 0;">Request to Drop a Course</h1> <p style="margin: 0;"><i>(All Sections Below Must be Completed)</i></p>
<u>PS Course ID #</u>	

<b>College:</b>	<b>Department:</b>	<b>Date:</b>
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<b>Department Prefix &amp; Course Number:</b>	<b>Course Title</b> <i>(Not to exceed 75 Characters):</i>
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**Abbreviated Course Title for class schedule/transcripts** *(not to exceed 25 characters):*

<b>Semester/Term Change Effective:</b>	<b>Faculty responsible for the course:</b>
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**Cross Listed:** No Yes If yes, list other cross listed course numbers:  
If yes, list original controlling department:

**Multi-Level:** No Yes If yes, list other multi-level course numbers:  
If yes, list original controlling department:

A Course Form for each cross listed and/or multi-level course must be completed and submitted together as a packet. Definitions of cross listed and multi-level courses may be found at the end of this document.

**Is this course included in a 100% online or Interactive Video Curriculum? Yes \_\_\_ No \_\_\_**

**What is the rationale for dropping this course? Include how this course deletion will affect the total program.**

APPROVALS		Please Print or Type Name Below	Signature	Date
	<b>Dept. Chairperson</b>			Date:
	<b>College Curriculum Committee</b> <i>(if applicable)</i>			Date:
	<b>College Dean</b> <i>(if applicable)</i>			Date:
	<b>Graduate Curriculum Review Committee</b> <i>(if applicable)</i>			Date:
	<b>Graduate Dean</b> <i>(if applicable)</i>			Date:
	<b>Academic Program Council</b>			Date:
	<b>Provost</b> <i>(for the President)</i>			Date:

**Instructions for Dropping a Course**

1. Complete all sections above.
2. Obtain signatures of appropriate college committees and deans.
3. Submit the signed original to the Academic Program Council (APC) Secretary, LIB 121.

**Procedure to drop a Cross-Listed Course:** Cross-listed courses have different departmental prefixes but identical names, credit/clock hours, course numbers, description, and requirements.

1. The controlling department (department that originally submitted the course) must agree to the drop if the request is to remove all departmental listings.
2. The department wishing to drop the course collects forms from other departments and submits to APC as a packet.
3. If one of the departments wishes to continue offering the course and become the controlling department, a course revision form should be submitted to APC.

**Procedure to drop a Multi-Level Course:** Courses taught to different levels of students (undergraduate, graduate, & professional) are considered Multi-Level Courses. These courses carry different numbers based on the level of student that will enroll in the course (4000 for undergraduate, 5000 & 6000 for graduate, and 7000, 8000, & 9000 for professional) and separate syllabi.

1. Submit a drop form for each course to APC following drop instructions.

**FOR FURTHER INFORMATION ON THE POLICIES AND PROCEDURES FOR  
THE ACADEMIC PROGRAM COUNCIL, OR FOR ASSISTANCE  
COMPLETING THIS FORM PLEASE CONTACT THE OFFICE OF  
ADMISSIONS AND RECORDS:**

The University of Oklahoma Health Sciences Center  
Office of Admissions and Records  
P.O. Box 26901  
1105 N. Stonewall Ave., LIB 121  
Oklahoma City, Oklahoma 73126-0901

Telephone: (405) 271-2359 extension 48901  
Fax (405) 271-2480