**THIS FORM IS FOR REFERENCE ONLY – ALL COURSE PROPOSALS ARE NOW SUBMITTED THROUGH CURRICULOG:** [**https://kstate.curriculog.com/**](https://kstate.curriculog.com/)

**Appendix B: Course Data Sheet Form – Discontinue**

**(If this has impact on another college, full approval is required)**

**Kansas State University**

|  |
| --- |
| Department:      Dept Head Signature:       Date:       |
| Contact person(s) for this proposal:      |
| Subject  (i.e. ACCTG) Catalog Nbr:  (i.e. 110)  |
| Course short title:  (i.e. Intro to…)  |

**[ ]  Discontinue Course Select one of the following:**

 **[ ]  Expedited [ ]  Non-Expedited**

 **(will not impact another college) (will impact another college)**

Please note the following deadlines:

Course Drops, and Changes Must be submitted to Faculty Senate Must be approved by

 effective for: Academic Affairs prior to: Faculty Senate by:

 Fall 2nd April meeting May meeting

 Spring 2nd September meeting October meeting

 Summer 2nd January meeting February meeting

**Course description:**

**Effective term for requested action:** Term       Year

**Rationale:** --enter rationale here--

**Impact (i.e. if this impacts another unit) – Statement should include the date when the head of that unit was contacted, and the response or lack of:**

*Additional Information: (Non-Expedited)*

*If you are combining two or more courses into one course*

* *DROP for course not being retained; CHANGE for course being retained*

*If you are combining two or more courses into one course with a new number*

* *ADD for each new course; DROP for old course*

**For Office Use**

Date approved by Department Faculty:

Date approved by College Course and Curriculum committee:

Date approved by College Faculty (if needed):

Date approved by Graduate Council (if needed):

Date approved by Faculty Senate (if needed):