

This video will demonstrate how to create a Delete Course Form within the Curriculum Management module.

After logging into Curriculum Strategy and selecting the Curriculum Management module, choose “Delete Course Form” from the menu options.

Please select the course that you intend to delete. Curriculum Management uses a drill-down selection tool.

I will pause here to emphasize that this is simply a demonstration. While I am about to select UNV 300, there is no actual effort to delete UNV 300 from the catalog at this time.

As is the case for the New Course Form and the Change Course Form, we need to select the colleges to which the course does not belong. We are going to pretend that UNV 300 is assigned to the College of Arts and Sciences, so we will check the boxes for Business and Education.

Next, we will enter the term and year in which we want the deletion to take effect. For the purpose of this demonstration, we will select Fall 2025.

The final piece of information that is required for a Delete Course Form is the rationale for requesting the deletion. Again, this is a fictitious case for training purposes only. Therefore, we are going to enter this rationale:

UNV 300 will be replaced with a new course, UNV 314159265359. Please do not approve this course—it is only for training purposes.

As you see here, course and program dependencies are listed. Before submitting a Delete Course Form for approval, please check with the respective course leads and program coordinators. You may save the form and return to submit it later after clearing the request with all potentially affected parties.