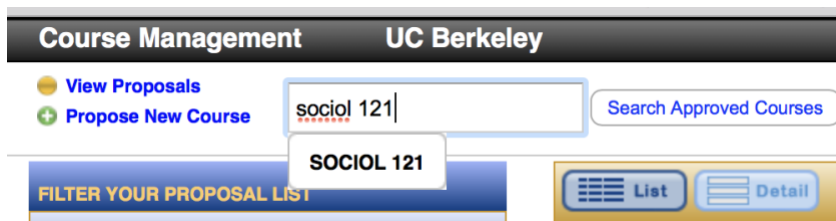**How To: Withdraw a Course in CMS**

Once a proposal is approved it then becomes a course. Courses stay approved until the department decides to withdraw, or retire, the course. Reasons to withdraw a course can vary, the most common being that the department no longer offers the course and does not intend to do so in the future. Once a course is withdrawn, that course number is free to be reused for another course in the future. For more information about reusing course numbers, see the end of this document .

Once a course is withdrawn, the approval status for that course has expired. Departments must secure new approval from COCI to offer that course again in the future.

Steps: To withdraw an approved course, take the following steps:

1. Access the course via "Search Approved Courses". In this example, we are withdrawing SOCIOL 121.

2. From the search results, access the course by clicking on the course title.

3. From the Action options on the left, select "Withdraw".

4. CMS will take you to the withdraw form. Select the effective term (*this will be the last term the course is available for scheduling)* and write a short justification for the withdraw request. Click "Save and Continue".

If the course is scheduled for a future term that is after the effective term of withdrawal CMS will not let you proceed. You will need to choose an effective term further out. Or you will need to remove any future scheduled terms that are beyond the desired withdrawal term (refer to the Registrar's Scheduling Office).

5. CMS will take you to the Course Summary page. Review the withdraw request. Click "Submit Proposal"

Withdraw SOCIOL 121: Innovation and Entrepreneurship: Social and Cultural Context ⓘ

Course Summary

⚠️ Note: Your proposal is not submitted until you review the information and press the Submit Proposal button below. Make sure you have entered a justification on the Finishing Up page.

Info	Course Summary	History

📄 Create a Printable PDF

Proposal to Withdraw a Course   [Change]

Course Number	SOCIOL 121
Department	Sociology
Course Title	Innovation and Entrepreneurship: Social and Cultural Context
Effective Term of Withdrawal	Fall 2018
Last Term Offered	
Justification	Course no longer offered.

Take Action

Comment(Optional): **STUDENT TEST-300940**   Clear

Maximum of 1500 characters, (0 entered)

[Submit Proposal]

6. The proposal must be signed by the Department Chair (and, when applicable, the Faculty Committee and College/School Dean) before it is submitted to the Academic Senate. Once the proposal reaches the Academic Senate, Senate staff will review the request. If it is a non-controversial request, staff will process the request on behalf of COCI. If it is a potentially a controversial request (e.g., a core course, a feeder course) Senate staff will defer the request to COCI for review.

7. Once the proposal is approved the department Course Contact will receive an automated approval email from CMS. Also, the course will no longer appear in your Course List as active, but rather as withdrawn. Courses that are withdrawn will have the status of withdrawn and the course title will end with a "title tag" of: Ended TERM YEAR.

Reusing a course number: When a course is withdrawn, the associated course number is also withdrawn. The course number must be withdrawn for at least three academic years for undergraduate courses and five academic years for graduate courses before it can be reused on a different course. *If the course has not been scheduled within the last three/five years the course number would be available to reuse immediately.*

Example A: History wants to retire HISTORY 124 and reuse the number for a new undergraduate course. It has been at least three academic years since History scheduled HISTORY 124. Once the course is withdrawn, the course number would immediately be available for reuse for an upcoming semester.

Example B: Political Science wants to retire POL SCI 100 and reuse the number for a new undergraduate course. Political Science has POL SCI 100 scheduled this current semester. Political Science withdraws the course for the immediate upcoming semester. The department must wait at least three academic years from the semester the course is withdrawn before the course number can be reused.