

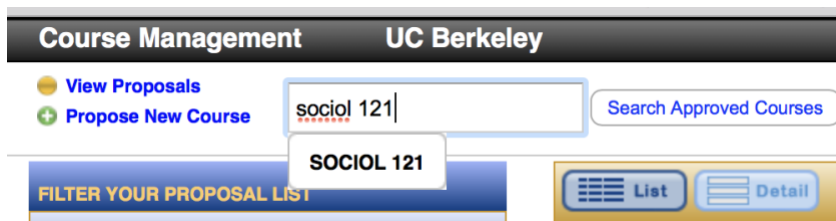
How To: Withdraw a Course in CMS

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 Once a course is withdrawn, that course number is free to be reused for another course in the future.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Once a course is withdrawn, the approval status for that course has expired.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".

MENU

- Course Summary
- Activity Log

Actions

- Modify
- Withdraw**
- Create a new course based on SOCIOL 121

Modify SOCIOL 121: Innovation and Entrepreneurship: Social and Cultural Context

Course Summary

Info Course Summary History

Create a Printable PDF

General Course Info	
Course Number	SOCIOL 121
Department	Sociology
Course Title	Innovation and Entrepreneurship: Social and Cultural Context
Course Level	Undergraduate
Abbreviated Transcript Title	SOC OF ENTREPRENEUR
Instructor(s)	(not entered)
Effective Start Term	Fall 2016
Effective Term of Withdrawal	

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".

Modify SOCIOL 121: Innovation and Entrepreneurship: Social and Cultural Context

Withdraw Info

Effective Term *Required
i.e., the term after which the course will be withdrawn.

choose choose

Justification *Required

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.

The screenshot shows the 'Course Search' interface. At the top, there are buttons for 'View Proposals' and 'Propose New Course', a search input field containing 'sociol 121', and a 'Search Approved Courses' button. Below the search bar is a 'FILTER YOUR COURSE LIST' section with several expandable categories: 'Departments (1)' (Sociology (1)), 'Units' (4.0 units (1)), 'Course Level' (Upper Division (1)), 'Requirements' (no requirements (1)), and 'Course Status' (Withdrawn (1)). The 'Course Status' category is circled in red. To the right, there are two search result cards. The top card shows 'SOCIOL 121' and 'Innovation and Entrepreneurship: Social and Cultural Context (Ended Fall 2020)'. The 'Ended Fall 2020' tag is circled in red. Below the search results, there are 'List' and 'Detail' buttons and a 'Sort by: Number (low-high)' dropdown menu.

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.