This template provides a guide for dropping a course. The motion should be pre-approved by the participating departments and will require faculty approval.

Ref: a motion from (Dept name, motion type)

Suggested file name: mo\_dd\_yy\_CAO\_motion\_drop\_course

**Date**: [mo-dd-yy]

**To**: WPI faculty

**From**: Committee on Academic Operations (CAO) and [Originator’s name(s), program(s)/department(s)]

**Re**: Motion to drop a course [WPI course ID e.g., “MAXXXX”], approved by [departments/programs] on [mo-dd-yy].

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**Motion:** On behalf of the [departments/programs], the Committee on Academic Operations (CAO) recommends, and I move that [explain what you want, e.g., “the following course MAXXXX be removed from the undergraduate catalogue.”]

**Summary:**

This motion proposes the removal of the course, [WPI Course ID]. The purpose of this motion is to outline the rationale of removing this course and address relevant issues.

**Course / Catalogue Description to be removed:**

[Course ID: Title e.g., “MA XXXX: Theory of XXXX”]

[The course description shall be included]

Units: [e.g., “1/3”]

Category: [e.g., “Category II”]

The last term/year the course was offered: [yy- A/B/C/D/E]

Is there any replacement course? [Yes or No, if Yes, specify the course ID and name]

[Include any relevant information, for instance, Recommended Background, Prerequisite]

**Rationale:**

The need for the removal of the course arises from [Explain the reason(s) behind the motion. Describe the benefits these changes will bring to students, faculty, or the academic program].

**Changes in catalogue:**

Course will be removed from [some list, e.g., “listing of laboratory courses in the distribution requirements for the XX degree.”]

**Impacts on students:**

The new course will impact current and future students by [Explain the expected changes in student learning outcomes, skills development, degree requirements, or other relevant aspects].

**Changes in resource Needs:**

The removal of the course will [Specify any changes in required resources, such as textbooks, software, faculty, or equipment].

**Implementation Date:**

The new course is expected to be implemented starting from [Specify the intended term or academic year].