

To Delete an Existing Course

Important Notes:

The system works best when you do your work and promptly save (or save and submit) and exit. Leaving a form open/idle for long periods of time can result in lost work.

A deleted course number cannot be reused for a new course with the same College/Department/Subject Prefix combination.

1. Go to the CourseLeaf website located here:

<https://catalog-next.uvm.edu/courseadmin>

2. Log on with your UVM netid and password

- All salaried faculty and staff have access to the system (via net ID and password)
- You must enable cookies to access the system

3. Find the course by entering its subject prefix in the Search function:

4. Select the course to be deleted and **scroll down** to see the form's contents:

BIOL	<input type="button" value="Search"/>	<input type="checkbox"/>
Course Code	Title	
BIOL 1070	First-year Biology Seminar	
BIOL 1075	First-year Zoology Seminar	
BIOL 1100	Human Biology w/lab	
BIOL 1105	Human Biology	

5. Click the Terminate button:

6. Select the summer date the course should be terminated (in most cases, the summer following the current academic year) and enter a reason:

End Term	Summer 2026
Reason for termination	

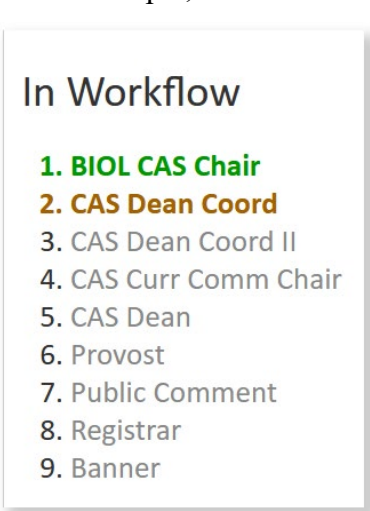
7. To save changes and return to the form later, click Save Changes

When you have finished your work and are ready to submit the form into workflow, click Save & Submit:



8. After submitting the form, you can see the workflow path it will follow, and where it is in workflow. The individual at the next stop will receive an e-mail indicating that the form is ready for review/approval. You can log in to the system periodically to see its progress. When it has completed its entire workflow, you will get an e-mail notification.

In this example, the form is at Step 2 in its workflow:



9. Close your browser to log out