COURSES NOT OFFERED IN THREE/FIVE YEARS

Undergraduate courses (100-400 level) that have not been offered in five years and graduate courses (500-600 level) that have not been offered in three years are considered “inactive” courses. Such courses will be removed from the catalogs and end-dated in the Master Course List. On an annual basis the Registrar’s Office will notify departments of the courses that have not been offered in five (undergraduate) or three (graduate) years.

An “inactive” course can receive permission to remain in the catalog and Master Course List for two more years via a Course Retention form. The course may be offered without the need for curriculum committee approval on the condition that a Course Retention form was previously completed and approved by the Dean and the Provost & VP of Academic Affairs.

Should a course remain “inactive” for more than two years after its initial classification (five years for undergraduate or three years for graduate) it will be removed from the catalogs and deleted from the Master Course List. A reinstatement of a deleted course will require the completion of a Course Addition form, which is to be routed through all appropriate University committees.

Vice President for Academic Affairs approved 3/17/2009