Date Proposed: April 3, 1991 – policy revised December 8, 2011

Date Recommended by CAPC: April 3, 1991 – revised policy recommended December 8, 2011

Date Approved by Provost: April 22, 1991 – revised policy approved December 20, 2011

Purpose

The purpose of this policy is twofold:

1) To inactivate, courses which are not being offered regularly, thereby increasing the accuracy of the undergraduate and graduate catalogs.
2) To make sure that courses not offered in recent years will be updated and revised to reflect current knowledge, and then circulated through the CAPC approval process.

Policy

By November 1st of each year, the Associate Provost's Office will provide the department chairs and program directors with a list of graduate and undergraduate courses in their departments/programs which have not been "successfully offered" within the previous five years.   "Successfully offered" means that at least one section of instruction of the courses was offered, taught for its intended duration, culminated in the issuing of grades (including pass/fail). The five-year period assessed begins five years back from the start of the previous fall semester. For example, if the 'review list' is being provided by November 1, 2011, it will reflect courses not successfully offered starting fall semester 2006.

Interdisciplinary programs such as Women's and Gender Studies, Ethnic Studies, and Peace and Conflict Studies will receive duplicate copies of courses which are in the their domain. Chairs must respond to the Chair of CAPC Academic Review no later than January 31 with one of two options:
1)   Maintain the course by successfully offering it in either the subsequent fall or spring semester;
2)   Inactivate the course.
If no response is provided by January 31, the Chair of CAPC Academic Review will make a motion to inactivate the course at the next scheduled CAPC Assembly.

Department/Program Agency in the Process of Inactivating a Course

Ideally, departments will take initiative in inactivating courses not offered over a five-year period of time, thereby acting in advance of CAPC's fulfillment of the requirement. Departments may choose to inactivate an infrequently offered course for which there is reasonable expectation that it might be offered in the near future.   "Inactivation" means the course will no longer be listed in university catalogs, but will be maintained in the student information system.

Reactivating a Course

To reactivate a course, the department chair/program director provides justification to the Chair of CAPC Academic Review. A motion for reactivation will follow; pending the course meets appropriate CAPC policy. After the course has been successfully offered it may be reinstated into the catalog.

Lack of Justification

Departments who provide insufficient justification to the Chair of CAPC Academic Review will be contacted by the Chair of CAPC Academic Review for additional documentation. Failure to reach resolution by the final spring CAPC Assembly will result in the course being inactivated.

Exemptions

The following types of courses will be considered exempt from this policy: Independent Study, Independent Research, Private Lesson, Thesis, Research Report Seminar, Research Report, Special Topics or Topical Seminar and Thesis Seminar.