Policy for infrequently offered undergraduate courses

Adopted by the undergrad council 11-30-2010;
reviewed (and rejected) by the Grad council 2-14-2011

RATIONALE

When asked (yearly) departments are reluctant to inactivate undergraduate courses that have not been offered for a while. Reluctance is due to not wanting to go through the process of re-proposing, reactivation etc. However, for planning purposes, it is unfair to students to publish courses in the bulletin which have not or will not be offered. With a policy in place regarding this issue, departments will be more inclined to remove courses from the course library.

DEFINITIONS

- active: available for scheduling and published in the bulletin and solar
- suspended: limbo status. Not available for scheduling, not published in the bulletin or solar, but available for "fast-track" re-activation.
- inactive: not available for scheduling, bulletin publication or fast-track reactivation. Reactivation requires a full proposal
- fast track reactivation: courses that have been offered within the past 8 years, departments can reactivate by providing at least the following for review for routine reactivation by the appropriate dean's office (a) memo from the chair (b) a current syllabus (c) other information as appropriate

POLICY

(1) Active courses not offered for a consecutive period of 4 years will be suspended.
(2) Active or suspended courses not offered for a consecutive period of 8 years will be inactivated.
(3) If a department requests that a course be suspended, it will be available for fast-track reactivation for a total of 8 years, counting from the last offering. Departments can request a suspension of a course at any time.
(4) Course offering frequency will be reviewed prior to each publication of the bulletin (twice per academic year).