

Policy on Inactive Courses

Inactive Courses

Any course that has not been taught within the previous three academic years shall be put on "inactive" status for a period of one academic year. Within that year, the course description will remain listed in the College Catalog and the website. At the beginning of each academic year, the Dean of Instruction and Graduate Studies, will send a memorandum to the department responsible for "inactive" courses. The memo will inform the department that the course will be dropped at the end of the academic year. If at the end of the year the course has still not been taught (e.g. has not been scheduled for the spring of that academic year, or the fall of the following year), it will be dropped from the list of approved courses and the College Catalog.

Original proposal approved by the ESF Faculty, 4 December 1997. Changes approved by the Committee on Instruction, 24 October 2005. Updated: 12 October 2007

Dropping Courses – refer to “Protocol to Facilitate Deletion of Courses”

~~Proposals to drop courses follow the same protocol as courses being proposed. The Chair of the department requesting the drop will send a list of the course or courses to be dropped. The list will be posted in the Course and Curricular Review Process. The course drop action is effective the following fall.~~

Revised: 3.18.2008