

Courses Not Offered in Two Years, Unused Courses (Undergraduate)
Policy adopted by the Senate, May 1973; Revised May
1986, February 2006 and March 6, 2023

1.0 Each year the Associate Vice President for Enrollment or designee (or other administrative officer who shall coordinate the curricular process) shall identify the courses not offered during the past two years and shall inform each department or school that failure to offer the courses within the next academic year shall subject the courses to deletion from the Catalog. A course not offered during that third year shall be deleted by the Office of Curriculum, Assessment, and Accreditation.

2.0 Reinstatement of Deleted Courses: For up to three years after the deletion of an undergraduate course by the Undergraduate Curriculum Committee the course (same number, title, credit, units, prerequisites, Catalog description) may be reinstated.

2.1. The academic department, school, or program shall forward to the dean of the college a completed Course Reinstatement form.

2.2. If the dean approves the request, the form shall be forwarded to the Office of the Provost for inclusion in the next General Catalog; however, a reinstated course may be listed in the Class Schedule and taught prior to the publication of that catalog.

2.3. The department, school, or program shall teach the reinstated course within two semesters of the submission of the Course Reinstatement form. Failure to do so shall result in a second deletion of the course from the curriculum; courses thus deleted shall be restored to the curriculum only through the process to approve new courses.