

Graduate Course Deletion Policy (600- and 700-level courses)

Policy adopted by the Graduate Council, November 19, 1987; Revised November 1998

Each year Curriculum Services shall identify those courses which have not been offered during the past two-year period and shall inform each department that failure to offer the courses within the next academic year will subject them to deletion from the Graduate Bulletin. Courses not taught during the third year will be deleted from the Graduate Bulletin unless the department provides a written reply satisfactory to the Graduate Curriculum Committee showing that there are compelling reasons why the course should not be deleted and providing a plan for the reinstatement of the course in the department's regular program.

For a period of up to three years after the deletion of a graduate-level course, that same course (same course number, title, credit units, prerequisite(s), and bulletin description) may be reinstated by the following process:

1. The academic department or program will forward to the dean of the college a completed course reinstatement form.
2. If the college dean concurs with the department request, the form will be sent to Curriculum Services for review by the Dean of the Division of Graduate Affairs.
3. If the Dean of the Division of Graduate Affairs approves the request, the course will be included in the next Graduate Bulletin. However, a reinstated course may be included in the Class Schedule and taught prior to the publication of the Graduate Bulletin.

Failure of the department or program to teach the reinstated course within three semesters of the submission of the course reinstatement form will result in a second deletion of the course from the curriculum. Courses deleted in this way can be returned to the curriculum only by going through the same process as required for new courses.