



**DONNELLY
COLLEGE**
EST. 1949

Courses Not Offered Regularly Policy

Reviewed/Updated Date: April 23, 2020
Approved by: Administrative Council April 23, 2020
Responsible Official: Director of Institutional Research

Original Policy Statement

None

Proposed Policy Statement

A. Recommended Deactivation

Each year during the spring semester the Registrar's Office will provide to departments a list of undergraduate courses that have not been offered in the last five consecutive years for review.

If the department recommends that a course remain active, the dean's approval is required. Courses that do not receive dean approval are deactivated and can only be reinstated by going through the curriculum process.

B. Automatic Deactivation

Any undergraduate course that has not been offered in the last eight consecutive years will automatically be deactivated and removed from future catalogs.

A list of courses deactivated as a result of this process will be shared with the Dean and Program Directors. Once deactivated; a course can only be reinstated by going through the curriculum process.