

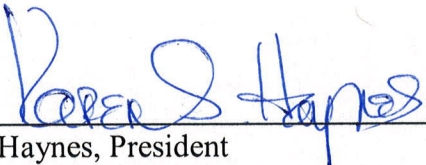
INACTIVE COURSES

Effective Date: 8/19/2011

Definition: The policy governs the treatment of inactive courses.

Authority: Title 5, Section 40100.

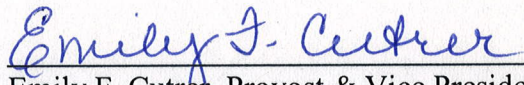
Scope: Courses that have not been offered for prolonged periods.



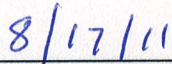
Karen S. Haynes, President



Approval Date



Emily F. Cutrer, Provost & Vice President for Academic Affairs



Approval Date

Revision 1: 8/19/2011
Implemented: 02/28/2000

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I. EXECUTIVE SUMMARY

This policy creates means by which courses offered infrequently may be periodically removed from the catalog, and, for a certain period of time, re-instated in the catalog upon the decision of the academic unit wishing to offer the course once again. By leaving open the possibility for rapid re-activation, this policy will ensure a more accurate catalog listing of Active courses, without requiring irreversible deletion of courses that are only temporarily removed from the catalog. This authority to remove courses from the catalog has always existed; current technology now allows a formalized procedure for doing so.

II. POLICY

Courses that are not offered for several years shall be removed from the catalog and inactivated in the administrative database (i.e., PeopleSoft CMS).

Courses that have been recently inactivated will be reactivated upon notification from the department that it intends to offer them again.

Courses that have not been offered for many years must go through the curriculum review and approval process in a manner similar to new courses.

III. PROCEDURE

A. Every other summer, the Curriculum and Scheduling Office will identify courses in the new catalog that have not been offered in the preceding three academic years and that are not scheduled to be offered in the fall. The following courses are exempt and will not appear on this list:

1. Generic course titles under which varying individual topics are offered
2. On-demand courses such as Independent research, Independent study, Internship, and Thesis
3. Courses that appear in the catalog for articulation purposes and which are clearly identified as currently unoffered by CSUSM
4. Courses that are required for completion of a major, option, concentration, minor or certificate. The Dean's Office of the college offering such a course will be notified that the course is not being offered.

B. The Curriculum and Scheduling Office will then notify the appropriate academic units by September 1 that these courses are subject to removal from the catalog. The academic units may reply by:

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1. Allowing the course to be inactivated (this is the default response)
 2. Correcting the report (e.g., pointing out that the course has not been in the catalog for three years, that it has been offered within the past three years, that it is scheduled for the fall, that it is one of the exempt types of courses listed above [See Section IIIA], or that it was scheduled, but cancelled due to low enrollment)
 3. Committing to offer the course in the next two academic years.
- C. Academic units may choose voluntarily to place individual courses on Inactive status by notifying the Curriculum and Scheduling Office in the November 1 report.
- D. Replies are due in the Curriculum and Scheduling Office by November 1. The Curriculum and Scheduling Office will forward to the Academic Senate a list of all Inactivations as an information item for the December meeting.
- E. Inactive courses have their status changed in PeopleSoft to “Inactive” (which keeps them from being included in future class schedules) and are removed from all areas of the catalog where the course is referenced (i.e., electives in majors and minors, and the list of course descriptions located in the course section of the catalog) for the subsequent published catalog. If removal of the course affects the unit value of a program requirement, then a P-2 form must be submitted.
- F. Requests for course re-activation must be included in the reply due in the Curriculum and Scheduling Office by November 1. Academic Programs will forward to the Academic Senate a list of all re-activations as an information item for the December meeting.
- G. A course that has been Inactive for two catalog publication cycles may be reactivated at the request (sent to the Curriculum and Scheduling Office) of the department offering the course. Re-activated courses will be announced in the next published catalog or catalog addendum, in both the elective lists for any majors and minors for which the course had been applicable prior to inactivation and in the list of course descriptions.
- H. Courses that have been inactive for longer than two catalog publication cycles must go through the usual curriculum approval process as new courses.