
| Procedure | Dormant Courses |
|-------------------|----------------------------|
| Procedure Number: | 201.50 |
| Date Adopted: | 2/17/09 |
| Last Revision: | 11/4/15, 4/4/17 |
| Approved by: | ASCRC and Graduate Council |

Dormant courses

A course will be considered dormant if it has not been taught for four calendar years. Each year, as part of the catalogue preparation process, the registrar's office will notify departments of any dormant courses in their offerings and inform those departments that these courses will be deleted from the catalogue. Departments may request that dormant courses remain in the catalogue for one additional year by providing a rationale to the registrar. The registrar's office will notify ASCRC and Graduate Council of the deleted courses.

Reactivation of dormant courses

If a department neglected to respond to the Registrar's notice, but finds later (up to one academic year) when attempting to offer a dormant course that it no longer exists in the catalog, the department may request to have the course reinstated through the Registrar's Office. If the course has been deleted for a full academic year or more, the department will need to submit a course proposal to ASCRC to reactivate the course.