

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **INACTIVE COURSES-Policy No. A063**

Supersedes Policy No. A063, Dated 7/25/92

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic and Student Affairs

Approved By Foster F. Diebold, President on August 21, 1995

Review Date: As Required

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### **INTENT**

It is the intent of this policy to establish procedures for changing the status of University courses from "active" to "inactive" and from "inactive" to "active."

### **POLICY**

A course which has been recommended for approval by the University's Curriculum Committee and approved by the President of the University shall automatically retain its classification as an active course if (1) it has been taught at least once during the three preceding academic years; or (2) it will be taught during the current academic year; or (3) it is projected to be taught during the next academic year. A course will be considered for inactive status when (1) it has not been taught at least once during the three preceding academic years; (2) it is not being taught during the current academic year; and (3) it is not projected to be taught during the next academic year. Courses which meet the criteria for inactive status shall be identified annually by the Assistant Vice President for Academic Administration and submitted to the Council of Deans for review.

### **PROCEDURE**

Records and Registration shall, prior to the conclusion of the first semester each year, propose that courses which do not meet the criteria for active status be reclassified as inactive courses.

1. By the end of January each year, Records and Registration shall provide deans with lists of prospective inactive courses and request that the status of each course be reviewed.
2. Deans shall consult with department chairs about the status of the courses on the list.
3. Deans shall present any requests to retain such courses on active status to the Assistant Vice President for Academic Administration by the end of March. The Provost and Vice President for Academic and Student Affairs will determine final status.
4. Records and Registration shall take appropriate actions to ensure that computer files, catalogue entries, etc., are revised to reflect that relevant courses are designated as having inactive status.
5. Inactive courses cannot be reentered into the class schedule unless they are submitted by academic departments as new courses and receive the recommendation of the Council of Deans and the University's Curriculum Committee and the approval of the President of the University.