



Title	Calendar: Inactive Courses and Programs
Policy Area	Education – Academic
Policy Number <i>(to be assigned by Information Services)</i>	D.4.1.2
See also <i>(related policies)</i>	

Effective Date of Policy:	January 9, 2009
Approval Date:	January 8, 2009
Applies to:	Employees and Students
Approving Body:	Education Council
Supersedes/New:	New
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Office of the Registrar	Registrar

Policy Statement

Courses and programs without enrolled, admitted or graduated students for three or more years will be reviewed for calendar deletion. This review will occur annually. One-year extensions may be requested by the appropriate Department or Dean/Director and further one-year extensions may be requested.

Deletion from the calendar requires Education Council approval.

Policy Details

All courses or programs approved by Education Council are available in the institutional electronic archives. Copies of deleted course and programs may be requested from the Education Council Office. The archives provide a record of the course or program at the date of Education Council approval.

Procedures

If a course is not offered for three or more years or a program has no admitted, enrolled or graduated students for three or more years, the Registrar will notify the appropriate Department Chair and Dean/Director of the proposed calendar deletion. This notification will occur during the fall of each year. A continued calendar entry for the course or program will require a written request for a one-year extension from the Department Chair or Dean/Director. This notification of continued inclusion in the calendar will be sent to the Registrar. Further one-year extensions may be requested.

The Registrar will provide an annual written report on course and program calendar deletions occurring because of inactivity. The Registrar will provide this report to Education Council by the end of each calendar year.

Removal from the calendar will be by Education Council vote.