Policy for Courses Not Regularly Offered  
rev. September 24, 2015

The policy for courses not regularly offered will be a two stop process:

**Step One:**

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 three consecutive years and graduate 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 deleted and can only be reinstated by going through the curriculum process.

**Step Two:**

Any undergraduate course that has not been offered in the last five consecutive years and any graduate course that has not been offered in the last eight consecutive years will automatically be deleted and removed from future catalogs. A list courses deleted as a result of this process will be shared with the Provost and the deans. Once deleted; a course can only be reinstated by going through the curriculum process.