

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

PROCESS FOR MOVING COURSES TO INACTIVE STATUS AND RETURNING COURSES TO ACTIVE STATUS

<u>Number</u>	02.01.02
<u>Division</u>	Academic Affairs
<u>Date</u>	December 2004
<u>Purpose</u>	To provide written guidelines for moving courses to inactive status and returning courses to active status. Upon college request, the Registrar's office can provide a listing of all college courses with active or inactive status and date of the last time course was taught.
<u>Policy</u>	<p>Students rely on information printed in the catalog when planning their programs of study. It is important that the course inventory and course listing in the catalog reflect courses that are regularly available, with no extraneous information that might mislead students about course options. Departments should periodically review the course inventory and catalog listing to ensure that only courses regularly offered are included. Any course that has not been offered at least once in a five year period should be moved to inactive status.</p> <p>Courses approved for inactive status will be removed from the UAH Catalog; The course description for the inactive listing, however, will remain in the UAH electronic inventory of courses. A course that has not returned to active status within five years after being placed on inactive status, will be deleted from the UAH catalog inventory of course descriptions. Departments will be notified when a course is to be removed from the inventory.</p>
<u>Procedures</u>	<p>The following actions are required to place a course on inactive status:</p> <ol style="list-style-type: none">1) the department completes the Course Approval Form (<i>page 1 only</i>) and provides a justification for moving the course to inactive status.2) the department forwards the form to the College Curriculum Committee for review and, upon approval by the College Curriculum Committee, the Course Approval Form goes to the College Dean for review and approval.3) if approved by the College Dean, the form goes to the University Undergraduate or Graduate Curriculum Committee for review and action, with a final review and approval by the Provost.

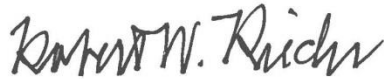
The following procedure is required to return a course to active status after being placed on inactive status:

- 1) the department completes the Course Approval Form that includes a justification for moving the course to active status.
- 2) the department forwards the form to the College Curriculum Committee for review and, upon approval by the College Curriculum Committee, the Course Approval Form goes to the College Dean for review and approval.
- 3) if approved by the College Dean, the form goes to the Undergraduate or Graduate Curriculum Committee for review and action, with a final review and approval by the Provost.

Review

Academic Affairs will review this policy every five years or sooner as needed.

Approval

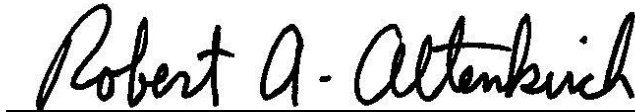


Chief University Counsel



Provost and Executive Vice President for Academic Affairs

APPROVED:



President