



Policy AC042: Inactive Courses

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
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Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson.

Dr. Dale-Elizabeth Pehrsson, President,
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Effective Date: 07/01/2022

A. Intent

To define inactive course status and provide a procedure for changing the status from active to inactive.

B. Definition(s)

Not Applicable.

C. Policy

A course that has been recommended by the University's Curriculum Committee and approved by the University President shall automatically retain its classification as an active course if:

- it has been taught at least once during the five preceding academic years; or
- it will be taught during the current academic year; or
- it is projected to be taught during the next academic year.

A course will be considered for inactive status when:

- it has not been taught at least once during the five preceding academic years; and
- it is not being taught during the current academic year; and
- it is not projected to be taught during the next academic year.

Courses that meet the criteria for inactive status shall be identified annually by the registrar and submitted to the Provost Council for review.

An inactive course cannot be included in the class schedule. To become active, it must be submitted by an academic department as a new course and receive a recommendation from the University Curriculum Committee and the approval of the University President.

D. Procedure(s)

1. By the end of January each year, the Office of the Registrar shall provide the Provost Council with a list of courses that potentially meet the Inactive Course definition.
2. The Provost Council will provide the list of courses to the relevant academic department chair for review and recommendation, with copy to the appropriate academic dean.
3. The University Curriculum Committee (UCC) will be informed of courses identified to be placed in inactive status. Procedures developed by the UCC for such courses will be followed.
4. The Office of the Registrar shall take appropriate actions to ensure that electronic records, catalog entries, etc., are revised to reflect that identified courses are inactive.

E. Related policies

Not Applicable.

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.