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	Calendar: Inactive Courses and Programs
	Education - Academic
	D.4.1.2

	January 9, 2009
	January 8, 2009

**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.