

Inactivating Courses

Academic units may submit an Inactivate Course Proposal Form at any time when [Curriculog](#) is active. Inactivate Course Proposals must be submitted by March 15 to be removed from the following year's catalog.

When inactivating a course, it is crucial to pay attention to the Impact Statement, which is a part of the [Curriculog](#) process. If a course being inactivated is used in another program, the program inactivating the course is responsible for notification of the impacted programs. Academic units should also consult with any programs/departments whose degree requirements are affected by the proposed course deletions.

After approval, an inactive course will be removed from the University catalog. The course will remain on students' academic records, in [Curriculog](#) records, and in the Office of the University Registrar records.

Inactivate Course Proposal Form approval workflow in [Curriculog](#):

- The Originator
- Academic unit's designated approver
- Associate Vice President for Graduate Education
- Associate Registrar for Catalog and Degree Audit

Academic units should monitor their curriculum to avoid a proliferation of courses without regard to their utilization. Courses that are no longer essential to the curriculum should be considered for inactivation. A course should be inactivated for the following reasons:

- The course number, subject code description, or subject code has been changed.
- The course will no longer be offered.
- The entire content of the course has changed.
- The course has not been taught for four (4) years or more.

Note: The Office of Graduate Education will notify units about courses not taught in the past four (4) years that must be removed from the subsequent catalog. These courses must be made inactive, or a rationale for keeping the course active in the catalog must be provided.