

Course Reactivation Guidelines

Adopted April 16, 2007

Amended July 22, 2008

The university policy on deactivation of courses after 5 years of no enrollment allows for courses to be reactivated when a department/college determines that they are ready to start teaching the course again.

To request course reactivation, the department chair must send a memo through the college Associate Dean to the University Courses and Curriculum Committee.

The following information must be included in the memo or in attachments to the memo.

1. Copy of the previous catalog description of the course and a statement that no change in the course (description or title or pre-requisites or credits) is requested.
2. Editorial corrections are permitted (for example, a pre-requisite course that has been renumbered).
3. A syllabus for the course. The syllabus must meet expectations described at <http://www.unr.edu/catalog/uccc/syllabuslist.htm>
4. Identify the term in which the course will next be offered.
5. The frequency with which the course will be offered (every semester, once a year, every other year, etc.)?
6. How will the department cover the course (current professor, full-time instructor, LOA, or an instructor to be hired in an ongoing search, etc.)?
7. How frequently will the course be taught (every semester, once a year, every other year, etc.)?
8. What is the expected enrollment for the course?