

## Course Reactivation Guidelines

April 16, 2007

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 needs to send a memo through the college Associate Dean to the University Courses and Curriculum Committee.

The memo needs to include the following information in the memo or as attachments to the memo.

- 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. Editorial corrections are permitted (for example, a pre-requisite course that has been renumbered).
- A syllabus for the course.
- Information on offering the course.
  - ◆ In which upcoming semester the course will be taught.
  - ◆ How the department is covering the course (who is the instructor, or is it to be taught by an LOA or an instructor to be hired in an on-going search, etc.).
  - ◆ How frequently the course will be taught (every semester, once a year, every other year, etc.).
  - ◆ The expected enrollment of the course.