

## **Inactive Course Policy**

The Inactive Course Policy exists to maintain a list of courses in the General Catalog that a student could reasonably expect to be offered on a regular basis.

### **Inactive Course Process Initiated by the University Curriculum Committee**

The UCC has charged the Office of the Registrar with producing and maintaining a list of courses to be made inactive based on the guidelines set forth by the UCC. The Office of the Registrar will produce a report of all courses that have not been offered with an enrollment greater than zero in the last four or more years. Courses that appear on this list will be considered for inactive status. The Office of the Registrar will submit a list of potential inactive courses to each department/unit during the Summer semester and at the beginning of the Fall semester. During the first meeting of October, UCC will review the list of potential courses for inactive status. Academic departments/units that wish to have one or more courses removed from the list of potential inactive courses must either have their current Department/Unit Chair/Head/Coordinator or Associate Dean email the Academic Publications and Curriculum Coordinator ([catalog@uidaho.edu](mailto:catalog@uidaho.edu)) and request that the course(s) be removed from the list or send a representative to attend the first UCC meeting in October or have their UCC College representative speak at UCC on their behalf and request from the committee that the course(s) in question be removed. Courses that have not been removed from the list will be considered for inactive status by UCC.

Note: Courses with inactive status will not be displayed in the UI General Catalog.

### **Removing Courses from Inactive Status and Listing in the UI General Catalog:**

If a department/unit wishes to offer an inactive course, they must submit a request to reactivate the course in CIM through the regular channels (department, college, UCC, General Curriculum Report) requesting that the course be changed to active and displayed in the General Catalog. Regular curricular deadlines will apply.