

Procedure Information	
Related to Policy No:	AD-CO-4.13
Approved by:	Executive Committee
Approval Date:	March 9, 2022
Executive Responsible:	VP Student Affairs
Administrator Responsible:	Registrar
Date of Next Review:	March 2027

INACTIVATING COURSES AND PROGRAMS PROCEDURES

Definitions

Calendar

The College document, in paper or electronic format, that contains information concerning policies, regulations, information and services that are relevant to the student educational experience, as well as regular studies programs and courses by the College. Each calendar version identifies the date of publication.

Catalogue

The course and program inventory maintained by the Office of the Registrar and contains all courses and programs approved by Education Council.

Inactivation

The process of making a course or program inactive in the Catalogue.

Reactivation

The process of reactivating courses or program hitherto marked as inactive.

Educational Administrator

Refers to Deans, Associate Deans or their designate.

Procedures

Inactivation:

1. Each Spring semester, the Office of the Registrar will generate a report of courses and programs that have not had enrolled, admitted and/or graduated students for three (3) or more years.
2. The Registrar will provide this report to the appropriate Educational Administrator(s) of the courses proposed for inactivation.
3. The Educational Administrators may reply by:

- 3.1 Confirm inactivation of the course or program;
 - 3.2 Adjusting the report (for example, indicating that the course or program has not been in the Catalogue for three (3) years, that it has been offered within the past three (3) years, that it is scheduled for the next academic year, or that it was scheduled, but cancelled due to low enrollment);
 - 3.3 Submitting a written request to the Registrar for a one (1) year extension. Subsequent one (1) year extensions may be requested if the Educational Administrator will commit to offering the course in the next two (2) academic years; or
 - 3.4 Adding a course or program for inactivation.
4. If no response is provided to the Office of the Registrar by September 1st the courses or programs on the report will be inactivated.
 5. Each Fall semester, the Registrar will provide Education Council with an annual report on courses and/or programs to be inactivated for information purposes. This report will be provided prior to the deadline for changes in the upcoming academic year.
 6. Inactivated courses or programs will be removed from the Calendar, and other College publications (website, viewbooks, etc.).

Reactivation:

7. If a course has an approved Education Council course outline on file, and has been inactive for less than two (2) academic years, the course may be reactivated by the appropriate Educational Administrator provided there are no active courses with similar learning objectives.
8. If a course or program does not have an approved Education Council outline or profile on file and has been inactive for less than two (2) academic years, a new proposed outline or profile must be approved by Education Council in order to reactivate.
 - 8.1 The proposed outline or profile must be submitted in accordance to Education Council deadlines for inclusion in the upcoming academic year.
9. A course or program that has been inactive for two (2) or more academic years must go through curriculum review and be re-approved by Education Council.
10. If a previously inactivated course or program is to be offered, then the Educational Administrator(s) must submit notification of reactivation of the program or course

offering to Communications and the Office of the Registrar for inclusion on the website and in the Catalogue according to the following conditions:

- 10.1 Where Education Council approval was required for any portion of the reactivated course or program (as described above), on receipt of that approval and prior to publication deadlines for the upcoming academic year.
- 10.2 Where Education Council approval was not required (as described above), prior to publication deadlines for the upcoming academic year.

Links to Other Related Policies, Forms, Documents and Websites

Course Outline and Course Syllabus Policy E-1.31

CNC Calendar Policy AD-CO-4.06

Procedure Amendment Log

Amendment Number:	Date:
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