

Policy Information	
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

Policy Statement

On an annual basis, College courses and programs that have not had enrolled, admitted and/or graduated students for three (3) or more years will be reviewed for inactivation.

Purpose / Rationale

The purpose of this policy is to provide guidance for inactivating courses and programs that have not been offered in the recent past and are unlikely to be offered in the future. Removing inactive courses and programs from the Calendar provides stakeholders with an accurate view of courses and programs that will most likely be offered in the near future.

Scope / Limits

This policy applies to all courses and programs approved by Education Council.

Principles/Guidelines

1. Courses and programs will be reviewed annually by the Office of the Registrar for inactivity.
2. A report of courses and programs suggested for inactivation will be provided by the Registrar to Educational Administrators every spring and Education Council every fall.
3. The Registrar will work with Educational Administrators, as outlined in the *Inactivating Courses and Programs Procedures*, to confirm any courses and programs for inactivation each year.
4. Inactivation of courses and programs must be communicated to Education Council.
5. Courses and programs may be reactivated as outlined in the *Inactivating Courses and Programs Procedures*.

6. All course outlines or program profiles approved by Education Council are available in the institutional electronic archives.
 - 6.1 Copies of outlines and profiles for inactive courses and programs may be requested from the Education Council Office.
 - 6.2 The archives provide a record of the course or program at the date by which it received Education Council approval.

Definitions

See procedures.

Legislative References

College and Institute Act

Links to Other Related Policies, Documents and Websites

Course Outline and Course Syllabus Policy E-1.31

CNC Calendar Policy AD-CO-4.06

Policy Amendment Log

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