



## OHSU POLICY MANUAL

**Policy Number:** 02-50-045

**Policy Title:** COURSE INACTIVATION

**Effective Date:** January 22, 2018

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### 1. Policy Statement

OHSU shall establish the criteria for the inactivation of courses. The request to inactivate a course must be approved by the school or college and the Office of the Provost. It is the responsibility of the OHSU Curriculum Committee to make these requests for all UNI and IPE courses. A course may not be inactivated if students are currently enrolled in the course, or if the course is an approved degree requirement for an academic program. Criteria for considering course inactivation includes but is not limited to:

- Low course enrollment;
- Lack of expertise within the teaching faculty;
- Relevance of the course to program outcomes; and/or
- Impact on other academic programs.

With the approval of the Office of the Provost a course may be administratively inactivated by the Office of the Registrar if the course meets the following criteria:

- A. No students have completed the course for the preceding three consecutive academic years (regardless of whether registration is administratively limited or whether students self-selected not to complete the course); and
- B. No students have enrolled in the course in the current academic year.

### 2. Definitions

- A. **Syllabus.** A unique course of study that culminates in the awarding of a specific degree (or certificate) in combination with a specific major. An academic program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.
- B. **Course.** A course is an approved unit of teaching and learning. All courses are assigned a subject code and number and include undergraduate, graduate or professional lecture, seminar, laboratory, clinical, simulation, thesis/dissertation, or

independent study instruction offerings. Course delivery can be in-person, web-based or technologically-mediated, compressed or self-paced.

- C. **Course Inactivation.** Course inactivation is the removal of a course from the OHSU inventory of active courses maintained by the Office of the Registrar. No students are allowed to register for an inactive course. Inactivated courses may not be offered by an Academic Program, school or college unless the course is reapproved through the appropriate school or university level process per Policy 02-50-010, Proposing Curricular Modifications.

### 3. **Responsibilities**

- A. Each Academic Program or OHSU Curriculum Committee wishing to inactivate a course is responsible for submitting a list of all eligible courses to the Office of the Provost. This list must be approved by the school, college, or OHSU Curriculum Committee prior to submission. The appropriate Category II or III form will be submitted commensurate with the requested changes per Policy 02-50-010, Proposing Curricular Modifications.
- B. The Academic Program is responsible for notifying other impacted Academic Programs of the proposed course inactivation.
- C. As needed, it is the responsibility of the Academic Program to identify possible substitutions for the inactivated course with appropriate content expertise.
- D. For course inactivation initiated by the Academic Program, the Office of the Provost is responsible for confirming that courses subject to closure meet the inactivation criteria established in Section 1 of this policy. The Academic Program, school, college or OHSU Curriculum Committee will be notified if courses do not meet the criteria and/or when the courses are officially inactivated.
- E. Each Academic Program and school or college will take the appropriate steps to ensure that inactivated courses are removed from websites, catalogs, student handbooks and all communications materials.
- F. For courses subject to administrative inactivation, the Office of the Registrar is responsible for tracking Academic Program activity and initiating the inactivation of courses according to the criteria for established in Section 1 this policy. The Office of the Registrar will notify Academic Programs of all courses proposed for inactivation. If the Academic Program has good cause to maintain the course (e.g. anticipated enrollment) they may submit a request for a one-year exception to the Office of the Provost and Office of the Registrar.

4. **Procedures**

The Office of the Provost and Office of the Registrar will establish procedures pursuant to this policy.

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**Implementation Date:** January 22, 2018

**Revision History:** N/A

**Related Policies and Procedures:** [Policy 02-50-010, Proposing Curricular Modifications](#); [Policy 02-50-035, Student Evaluation of Teaching & Instructional Effectiveness](#);

**Responsible Office:** Office of the Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

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