



California University of Pennsylvania

POLICY: Deletion and Reinstatement of Courses

A. Purpose & Scope:

To describe the process and procedure to delete or reinstate a course from the master course file

B. Definition(s):

C. Policy:

When a course is deleted from the *active* Master Course File, it is considered to be “obsolete.” This action implies that a department no longer intends to offer the course.

D. Procedure(s):

To return a course from obsolete status requires: (1) a request by the department chairperson submitted to the dean of the college the semester before the course is to be offered; (2) an updated course syllabus; (3) approval of the dean and the Provost. (The dean will notify the college council, and the Provost will notify the University Curriculum Committee of the action.)

E. Effective date: 2005 Faculty Handbook

Updated date: August 15, 2010