

# COURSE DEACTIVATION PROCESS

As part of the College's regular review cycle for curriculum, and in the interests of providing our students with an accurate and transparent catalog of available courses of instruction, the Curriculum Committee proposes the following process for deactivating courses.

## General Principles

- Deactivation removes a course from the college catalog, and therefore from any requirements for SLO assessment. However, deactivated courses remain on the Chancellors Office Curriculum Inventory, and may be reactivated at a later time by filing a Course Modification form.
- While discipline faculty may choose to deactivate a course at any time, it is recommended that a course be deactivated if it hasn't been offered for four years or longer.
- Course deactivations that threaten the viability of any degree or certificate may not be approved.

## Deactivation Process and Guidelines

- Discipline faculty are responsible for initiating the deactivation process by completing the Deactivation form and submitting it to Instructional Operations.
- Upon receipt of the Deactivation form, Instructional Operations will compile a list of all programs and courses that will be affected by the proposed deactivation and return that list to the faculty initiator.
- It is the responsibility of the faculty initiator to notify all department chairs in writing and their deans who will be affected by the deactivation so that they can assess the impact on their courses and programs.
- It is the responsibility of affected programs to make any necessary adjustments to CORs, degrees, and certificates to reflect course deactivations.
- The fall semester will be the window for course deactivations; no course deactivations will be processed during the spring semester.
- The spring semester will be the window for program and course adjustments in response to course deactivations that were approved during the fall semester.
- It is understood that if an aligned course is deactivated and then later reactivated, the department is responsible for aligning the course with the counter-part department.