

Proposal Form: Fitchburg State University All University Committee

* Required

1. Proposal Title *

Annual Course Clean-up Policy

2. Sponsor/Contact Person *

Barbara Cormier

3. Sponsor's Department *

Registrar's Office

Sponsor's Phone *

4342

Sponsor's Email *

bcormie8@fitchburgstate.edu

4. Collaborating Parties

5. Proposal Summary (If applicable, highlight changes from previous policy or practice.): *

All proposals that involve curriculum change require review by the Department Curriculum and the Department Chair.

Annual course clean up of courses that have not been offered for a minimum of five years.

6. Rationale for the Proposal *

The purpose of this new procedure is to help keep our course offerings current.

7. Complete Proposal *

If more space is needed, include an attachment below.

Every year during the spring semester, the Registrar's Office will provide a list of courses to each department chair of their courses that have not been offered for a minimum of five years for purposes of inactivating the courses. Department chairs would then have the opportunity to request that a course not be inactivated. Once a course has been inactivated in Banner and removed from the catalog, departments will have up to two years to request re-activation via the Non-Substantive Curricula form. If beyond two years, the course must go through the AUC process again.

Proposal Attachments (if applicable)

8. If this proposal requires the publication of new information in the Catalog, provide the text you propose for how it should appear in the Catalog. If this proposal will require a change to existing material in the Catalog, or a change to a four-year plan of study, show the current wording, and how you propose the new wording appear.

All proposals that involve curriculum change require review by the Department Curriculum Committee and the Department Chair.

Department Curriculum Committee Vote (For / Against / Abstain)

Name of Chair, Department Curriculum Committee

Name of Chair, Department

9. Submitted to Appropriate Dean(s) *

Yes

Name of Dean(s) *

Not applicable