

Course Lifecycle Policy

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- Effective Catalog Cycle: Fall 2019
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registrar's Office

Policy Statement

This process will be initiated by the Registration & Records Office annually.

A Course Lifecycle report will be provided to the Academic Units with a listing of courses that have not been scheduled in more than two years. Courses that have not been taught within the last two years will need a justification to remain in an active status and printed in the catalog course inventory. Courses will have up to four years to remain in a status of "active but not offered" before they are administratively inactivated. Courses that are administratively inactivated will be removed from displaying as an available option in the degree audit, though they will still display and fulfill degree requirements for those students who have already taken the course. Courses may be re-activated through the established campus curriculum review process.

Reason for Policy

Courses published in the catalog must be offered every two years or have an approved justification on file. A systematic process will be implemented in order to provide an annual

review of courses that have not been taught for a given length of time.

Who Should Read this Policy?

Academic Unit Administrators, Registrar's office personnel

Instructions, Procedures and Related Information

N/A

Contacts

UMKC Registrar

Exclusions

None

History & Updates

None