



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 1:</b>	Courses and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Obsolete Course Guidelines	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
1.13	N/A	11/2018
<b>Reference:</b>		
<b>Related Form(s):</b>		

1. An obsolete course is any course that an institution is approved to deliver that has not been taught by that institution within the last four years.
2. **Institutional Data Generation**
  - 2.1. Institutions shall receive a list of obsolete courses in December of each academic year.
  - 2.2. Those courses that have been granted a waiver during previous review window will be excluded from the list for a two-year period.
  - 2.3. Any obsolete course that has not been offered for more than six years will flagged for the campuses and then inactivated from the system course catalog environment unless a rationale/justification is approved by the System Vice President for Academic Affairs.
3. **Institutional Review Procedures**
  - 3.1. Institutions will have until March 1 each year to evaluate the complete set of obsolete courses and make a formal request to retain those courses that will be offered within the next two academic years. In requesting to retain the course, institutions shall develop a justification in the appropriate field on the obsolete course report which includes:
    - 3.1.1. Brief course history;
    - 3.1.2. Explanation for why the course has not been offered within the obsolete course timeframe;
    - 3.1.3. Expectations for offering the course within the next two academic years.
  - 3.2. Obsolete courses that do not receive a retention request by March 1<sup>st</sup> shall be deleted from the system catalog.
  - 3.3. Decision by an institution to inactivate a course that serves as an approved System General Education course may be removed, and counted toward the zero-sum matrix maintained for future additions of general education coursework. Any future additions to the general education matrix must go through the process for adoption as outlined in the AAC General Education Implementation Guidelines.

#### **4. Exclusions & Waivers**

- 4.1. If a course is scheduled to be offered in the upcoming summer or fall term, it will be waived from the obsolete course review cycle. Institutions expected to denote this scheduling on the retention request.
- 4.2. Courses that are used primarily to serve as transfer equivalency shall be waived from the requirements set forth in these guidelines.
- 4.3. For the 2018-19 and 2019-20 obsolete course review cycle, x9x courses will be excluded from inactivation.
- 4.4. Courses that are offered through a collaborative program agreement where an established rotation of courses is outlined in administrative guidelines between two or more institutions shall be excluded.

#### **SOURCE:**

AAC November 2018.