



ACADEMIC AFFAIRS GUIDELINES

Section 1:	Courses and Curriculum: Guidelines and Procedures	
Title:	Inactivation of Courses	
Number (Current Format)	Number (Prior Format)	Date Last Revised
1.1	I.A.1	10/2018
Reference:	AAC Guideline 1.11 – Common Course Guidelines	
Related Form(s):	AAC Form 1.4.A – Minor Course Modification Request AAC Form 1.4.B – Minor Course Modifications Annual Report Summary	

Approval Summary Quick View

Unique Course ▶ VPAA ▶ Annual Curriculum Report

Common Course ▶ CAO ▶ Univ. Website ▶ AAC ▶ BOR Exec. Dir. Interim Actions Report

1. Definitions:

1.1. A **unique** course is a course that does not have an equivalent at another Regental university. A course may be unique due to differences in level of instruction, accreditation standards, or level of the degree program. Unique courses shall not have the same course number and/or title as courses considered either common or unique.

1.2. A **common** course is a course offered by one Regental institution that has essentially the same content (subjects/breadth) and level of instruction (depth) as a course offered by at least one other Regental university. Common courses shall have common CIP codes, prefixes, course numbers, course titles, course descriptions, and prerequisite requirements; common courses are equated (considered the same course for degree completion) in the Student Information System (SIS). Common courses also include courses cross-listed with a common course and 500-level courses dual-listed with a common course. Courses approved as meeting system general education requirements are not necessarily considered common courses. Common courses are not necessarily offered at all Regental universities.

2. The authority to inactivate a **unique course** rests with the university Vice President of Academic Affairs (VPAA).
3. The university Vice President for Academic Affairs (VPAA) reviews proposed **common course** inactivations with the system Chief Academic Officer (CAO) and the Enrollment Services Center (ESC).
4. The university Vice President for Academic Affairs places the proposed **common course** inactivation on her/his university web site for review and comment by other Academic Affairs Council (AAC) members and the system Chief Academic Officer.
5. If needed, the system Chief Academic Officer will place **common course** inactivation requests on the Academic Affairs Council agenda. Following Academic Affairs Council discussion, the

system Chief Academic Officer will make a recommendation to the Executive Director of the Board of Regents. The Executive Director will inform the Board of Regents of his/her decision as part of the Executive Director's Interim Actions report.

6. The Board of Regents receives notification of the actions at their first meeting subsequent to the decision.
7. The Enrollment Services Center (ESC) processes approved requests.
8. When one or more universities inactivate a **common course** so that only one university remains offering that course, the course ceases to be a **common course** and becomes a **unique course** at the university continuing to offer it.
9. Each university shall submit a list of inactivated courses to the system Chief Academic Officer (CAO) using the Minor Course Modifications Annual Report Summary form. The list of deleted courses is included in the Annual Curriculum Report to the Board of Regents at their October meeting.

SOURCE:

AAC December 2015; October 2018 (Clerical).