

## **POLICY MANUAL**

**POLICY:** 3.1.12 - Course Maintenance

**EFFECTIVE:** 2/18/11

**REVISED:** 1/10/13

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### **A. BACKGROUND:**

According to NEASC Standard Ten Public Disclosure, provision 10.8, "The institution clearly indicates those programs, courses, services, and personnel not available during a given academic year. It does not list as current any courses not taught for two consecutive years that will not be taught during the third consecutive year."

While New England Association of Schools and Colleges (NEASC) clearly states that programs and courses which have not been taught or will not be taught during a three year period must be removed from public information, the standard does not specifically address the amount of time a course can be carried in the "inventory" (outside the catalog) before it is dropped. In this case dropped means it cannot be offered again without going through the established curriculum process. In order to avoid any confusion, the following policy statement was adopted by the CCRI Curriculum Committee.

### **B. POLICY STATEMENT:**

Courses will be dropped from the college catalog and from the college course inventory when they have not been taught for two consecutive years that will not be taught during the third consecutive year. To reinstate a course after it has been dropped from the catalog the course must be submitted for approval by the Curriculum Committee.

### **C. DEFINITIONS:**

Inventory- Refers to listing of courses that may be listed in electronic files but not in the college catalog.

### **D. POLICY APPLIES TO:**

This policy is applicable to all CCRI credit course offerings.

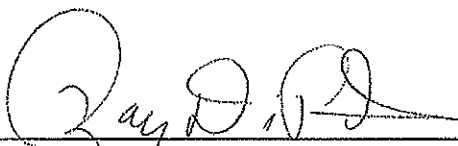
### **E. RESPONSIBLE DEPARTMENT:**

The Office of the Vice President for Academic Affairs in consultation with the appropriate Academic Dean and Department Chair are responsible for oversight of exceptions to this policy.

**F. PROCEDURES:**

The draft catalog will be reviewed annually by Department Chairs for compliance with this policy.

**G. APPROVED:**

  
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Ray M. Di Pasquale, President

2-18-13  
Date