

Course Offerings and Course Deactivation Policy

Course Offering Policy

The frequency at which a course is offered should facilitate students' degree planning and have a positive impact on degree-completion rates. This is particularly important for increasing enrollment of transfer students in our programs. Students and units should expect that a course will be offered at least twice in the duration of a four-year degree.

Policy: A required course listed in the catalog should be taught on regular rotation.

- Courses required for a major, minor, or area of emphasis should be taught at a minimum every other academic year consistent with either a Fall and/or Spring semester offering.
- Elective courses within a major, minor or area of emphasis should be taught at a minimum rotation of every three academic years consistent with either a Fall and/or Spring semester offering.

Course Deactivation Policy

This policy has been implemented to ensure that each College follows a process by which the Course Catalog, Banner, and Course Inventory Management (CIM) systems are kept accurate and up to date.

Policy: Colleges hold the responsibility for deactivating a course that has not been offered for the past four consecutive academic years and is not scheduled to be offered within the upcoming academic year (4 previous AY + 1 future AY). If a course has been deactivated, its course number cannot be reused for an additional two academic years (total of 7 AY since last taught).

Process: For courses listed in CIM, go to <https://futurecatalog.wvu.edu/courseadmin/> and enter the Subject Code and Course number. Scroll to *Catalog Pages referencing this course* and review all catalog pages and other courses referencing the proposed deactivated course. Programs affected by the course deactivation will need to submit a [program change in CIM](#). Courses affected by the course deactivation will need to submit a [course change in CIM](#).

Next, click on the red Deactivate button. Fill in the phone number, select the term in which the course will be deactivated, and type in the justification or reason for deactivation.