

MICHIGAN STATE
UNIVERSITY

September 26, 1997

MEMORANDUM (#AD/10/97-98)

TO: Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors

FROM: Dr. Gerard M. Crawley, Assistant Provost for Graduate Studies and
Dean of The Graduate School
Dr. Barbara C. Steidle, Assistant Provost for Undergraduate
Education and Academic Services

RE: REGULATION PERTAINING TO THE DELETION FROM THE CATALOG OF
COURSES NOT TAUGHT IN THE PRECEDING FOUR CALENDAR YEARS*

Departments, schools, and colleges should keep the REGULATION in mind as they develop academic program and course requests.

Departments, schools, and colleges are reminded that upon approval by the (primary) administrative college, a new course may have interim approval for two calendar years as determined by the date of college approval, the requested effective date that was entered in item **28**. on the COURSE REQUEST FORM, and the next available enrollment period. To implement interim approval, a course will be entered into SIS and may be offered in the next available enrollment period. Departments, schools, and colleges should note that if a new course receives interim approval, and subsequently receives ongoing, permanent approval by action of University-level academic governance, the period of interim approval will be included within a defined 4-year period under the REGULATION.



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The University Graduate Council (UGC) (on November 7, 1994) and the University Committee on Curriculum (UCC) (on November 10, 1994) approved an earlier version of the statement that follows:

The UGC and UCC recognize that departments, schools, and colleges are responsible on an ongoing basis for monitoring enrollments in the courses that they administer and taking the actions that they deem appropriate. The UGC and UCC also recognize that the courses that are listed in the catalog must be taught on a regular basis as part of the University's contract with students.

To provide a mechanism for deleting from the catalog those courses that have not been taught on a regular basis, the UGC and UCC reaffirm the goal of deleting from the catalog courses that have not been taught in the preceding four calendar years. In accordance with this principle, the UGC and UCC agree that the procedures outlined below will be followed:

After the end of Summer Semester, courses that have not been taught, either on or off campus, during the preceding 4 calendar years (12 calendar semesters including summer sessions) shall be identified with the following exceptions:

1. courses numbered 899 (Master's Thesis Research) and 999 (Doctoral Dissertation Research).

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2. courses with "independent study" or "honors thesis" or "honors research" or "clerkship" in their approved titles or descriptions; i.e., courses for which the phrase "independent study" or "honors thesis" or "honors research" or "clerkship" appears in the Descriptions of Courses section of the University catalog.
3. Transcollegiate Courses (identified by the TCC course subject code).

If a course is not taught during the defined 4-year period, it will be automatically deleted from the catalog. A list of courses deleted from the catalog will be sent to the Assistant/Associate Deans.

A course that is deleted from the catalog may be reinstated with the same course number in accordance with the procedures that are related to the submission and approval of requests for new courses.

The implementation process will proceed as follows:

1. These procedures shall be implemented with the time period Fall Semester 1993 through Summer Session 1994 constituting the first year of the first 4-year time period.¹
2. The Graduate School and the Office of the Provost shall inform departments, schools, and colleges and the Academic Council that the UGC and UCC have reaffirmed the REGULATION and have approved the related implementation procedures.
3. Processing a request for changes in a course that has not been taught within a specified time period does not stop the termination process with regard to the course under the REGULATION.
4. The Office of the Provost will assume responsibility for implementing the REGULATION upon approval by the UGC and UCC.

¹ Detailed information that illustrates the implementation of the REGULATION follows:

1. The REGULATION will be implemented with reference to all semester courses with permanent, ongoing approval.
2. The period Fall 1993 through Summer 1994 represents the first year of the time period for monitoring whether or not a course was taught in accordance with the REGULATION.

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3. The time period Fall 1994 through Summer 1995 represents the second year of the time period for monitoring whether or not a course was taught in accordance with the REGULATION.
4. The time period Fall 1995 through Summer 1996 represents the third year of the time period for monitoring whether or not a course was taught in accordance with the REGULATION.
5. The time period Fall 1996 through Summer 1997 represents the fourth year of the time period for monitoring whether or not a course was taught in accordance with the REGULATION.

After Summer Session 1997, the courses that were not taught during the preceding four calendar years will be identified. Those courses will be deleted from the catalog effective Summer 1998. At the beginning of Fall Semester 1997, a list of the courses that were deleted from the catalog because they were not taught during the preceding four calendar years will be sent to the Assistant/Associate Deans.

The effective date for the deletion of the courses from the catalog will be Summer 1998. The end date of the courses on the Student Information System (SIS) will be Summer 1998 allowing courses scheduled earlier to proceed.

In order for a course that was not taught during the period Fall 1993 through Summer 1997 to be available for scheduling Fall 1998 and thereafter, the course must be reinstated via the approval of a request for a new course. Teaching a course during the period Fall 1997 through Summer 1998 does not negate the deletion of the course.

For information about the relationship of the REGULATION to multititled courses and their subtitles, please refer to section IX of the memorandum to Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors from Dr. Gerard M. Crawley, Assistant Provost for Graduate Studies and Dean of The Graduate School, and Dr. Barbara C. Steidle, Assistant Provost for Undergraduate Education and Academic Services, re Multititled Courses: Implementation of the Definition, Policy, and Procedures Approved by the Academic Council dated September 26, 1997 (#AD/11/97-98) (8 pages).

***IMPORTANT NOTE:** This memorandum is being distributed as an update of the memorandum and attachment referenced below:

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1. memorandum to Chairpersons and Directors, Departments and Schools; Assistant Deans, Associate Deans, and Deans; and Members of Academic Council from Dr. Barbara C. Steidle, Assistant Provost for Undergraduate Education and Academic Services, and Dr. Gerard M. Crawley, Dean, The Graduate School, re REGULATION PERTAINING TO THE DELETION FROM THE CATALOG OF COURSES NOT TAUGHT IN THE PRECEDING FOUR CALENDAR YEARS dated February 6, 1996 (2 pages), attached to which is:
 - a. memorandum to Chairpersons and Directors, Departments and Schools; Assistant Deans, Associate Deans, and Deans; and Members of Academic Council from Dr. Gerard Crawley, Dean, The Graduate School, and Dr. Barbara C. Steidle, Assistant Provost for Undergraduate Education and Academic Services, re Information Item: REGULATION PERTAINING TO THE DELETION FROM THE CATALOG OF COURSES NOT TAUGHT IN THE PRECEDING FOUR CALENDAR YEARS dated November 17, 1994 (3 pages). This memorandum was annotated to reflect the procedural changes that were referenced in the February 6, 1996, memorandum.

[The memorandum and attachment referenced above were sent to the Steering Committee of Academic Council with the memorandum from Dr. Barbara C. Steidle, Assistant Provost for Undergraduate Education and Academic Services, re Information Item: REGULATION PERTAINING TO THE DELETION FROM THE CATALOG OF COURSES NOT TAUGHT IN THE PRECEDING FOUR CALENDAR YEARS dated February 16, 1996 (2 pages).]

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