Policy
Ramapo College provides a curriculum that is current and that meets the needs and interests of our students. To that end, courses will periodically be deleted from the Ramapo College Catalog.

Reason for Policy
To delineate the process whereby courses are deleted from the Course Catalog.

To Whom Does The Policy Apply
Ramapo College academic administrators, faculty, and students.

Related Documents
Procedure

Contacts
Office of the Provost: 201-684-7532

Procedure
Course Deletion Procedure

Every July the registrar's office will provide the dean of each school with a list of courses that appear in the current college catalog, have not been taught over the previous four years, and are not scheduled to be taught in the following year. The deans will transmit this information to the relevant major conveners who, upon consultation with the convening group faculty, must make one of two recommendations about each course:

1. The course should be scheduled and taught at least once in the following two academic years;

2. The course should be deleted from the catalog.

Recommendations must be received by the dean before October 1.
The dean will either accept or reject each recommendation. If the course is not to be taught in the following two academic years then a Course Deletion Form will be completed by the dean and sent to the registrar's office for communication and disposition.

On or around October 1 each year, the Office of the Registrar will provide the School Deans with a list of current courses in our course inventory. Courses that have not been taught in 3 years will be flagged while courses not taught in the last 5 years will be marked for deactivation.

Each Dean will review the courses with their Conveners and Convening Groups. By December 1, Deans must notify the Office of the Registrar of the following:

1. If any of the courses that are flagged for not being taught in 3 years should be marked for deletion.

2. If any of the courses not taught in the last 5 years and marked for deactivation are scheduled to be taught in the coming Academic Year and should be removed from the listing.

Once updates are received from the Dean, the Office of the Registrar will deactivate courses marked as such. Once processed, if there is a request for reactivation and there are no changes to the course, the course must be approved by the Dean for reactivation and communicated to the Office of the Registrar. If there is any change to the course, the course must undergo the course revision process through ARC before being eligible for offering again.