

Banking and Deleting Courses

Keeping the curriculum course offerings current benefits students and is essential for their education planning.

If a course has not been offered after three consecutive academic years, the course will either need to be banked or deleted from the curriculum.

Banking a Course: Banking a course is temporarily deactivating a course. Banking a course temporarily removes the course from the catalog until further action is taken. Any existing articulation for the course is preserved while it is banked.

A course will be banked if: 1) A faculty member requests to bank a course and it is approved by the Curriculum Committee, or 2) if a course has not been offered for three consecutive academic years.

When a course is banked, the course may remain banked for up to three consecutive academic years. During the third year, the program faculty will need to decide to either offer the course or delete the course.

To bank a course, a memo from the division dean listing the course by department, course number and title, must be sent to the Vice President of Instruction, the Curriculum Committee Chair and the Curriculum Specialist in the VPI Office.

To reactivate a course that has been banked, a faculty member initiates a Modified Course Proposal in CurricUNET.

Deleting a Course: Deleting a course will remove the course from the catalog and from any associated programs in which the course had been included. Deleting a course will remove all course articulations. If the course is later re-created, the course will need to be submitted for articulation.

To delete a course, a memo from the division dean listing the course by department, course number and title, must be sent to the Vice President of Instruction, the Curriculum Committee Chair and the Curriculum Specialist in the VPI Office.