

### **The Dormant Course Policy**

The Dormant Course Policy is a long standing policy implemented by the University Curriculum Committee (UCC). The Dormant Course Policy was implemented to maintain a list of courses in the General Catalog that a student could reasonably expect to be offered on a regular basis.

### **Dormant Course Process Initiated by the University Curriculum Committee**

The UCC has charged the Office of the Registrar with producing and maintaining a list of courses to be made dormant based on the guidelines set forth by the UCC. The Office of the Registrar will produce a report of all courses that have not been offered with an enrollment greater than zero in the last four or more years. Courses that appear on this list will be considered for dormant status. The Office of the Registrar will submit a list of potential dormant courses to each department/unit in February. This list will be resent during the Summer semester and at the beginning of the Fall semester. During the first UCC meeting of October, UCC will review the list of potential dormant courses for approval to move to dormant status. Academic departments/units that wish to have one or more courses removed from the list of potential dormant courses must either have their current Department/Unit Chair/Head/Coordinator or Associate Dean email the Academic Publications Editor (currently Grace Miller, [gracemiller@uidaho.edu](mailto:gracemiller@uidaho.edu)) and request that he remove the course(s) from the list or send a representative to attend the first UCC meeting in October or have their UCC College representative speak at UCC on their behalf and request from the committee that the course(s) in question be removed. Courses that have not been removed from the list will be considered for dormant status by UCC.

### **Adding Courses to the Dormant List:**

Courses may be added to the dormant list in two ways.

1. **Review Course Activity** – If it is determined by the Office of the Registrar that a course has not been offered with an enrollment greater than zero in the last four years, the process to make the course dormant will be initiated (see below). Courses approved to go to dormant status by the University Curriculum Committee (UCC) will be included on the next General Curriculum Report as informational only.
2. **Departmental Requests** – Departments may submit a *Drop Course* form through the regular channels (Department, College, UCC, General Curriculum Report) requesting that the listed course(s) should become dormant. This information will be included on the next General Curriculum Report as informational only.

Note: Courses that are made dormant will not be displayed in the UI General Catalog.

### **Offering Courses currently on the Dormant List:**

Courses currently listed as dormant may be offered up to two semesters without a formal request to UCC. An academic department/unit that wishes to offer a dormant course must submit an email request to [classroomscheduling@uidaho.edu](mailto:classroomscheduling@uidaho.edu). Dormant courses do not appear in the COWS menu so the course must be manually entered into Banner by the Office of the Registrar. After a dormant course has been offered two times, the department/unit must go through the steps to remove the course from the dormant list and redisplay it in the UI General Catalog (see below) if they wish to offer the course again.

### **Removing Courses from Dormant List and Redisplaying in the UI General Catalog:**

If a department/unit wishes to redisplay a dormant course they must submit an *Add Course* form through the regular channels (department, college, UCC, General Curriculum Report) requesting that the dormant course be removed from the dormant list and redisplayed in the General Catalog.

### **Dropping Courses from the Dormant Course List:**

If a course remains dormant for two years, the Office of the Registrar will initiate the process to drop the course unless the department takes the necessary steps to redisplay the course in the catalog. A course on the dormant list may be dropped completely by having departments submit a *Drop Course* approval form through the regular channels (Department, College, UCC, General Curriculum Report).