



## Administrative

<b>Policy Type:</b>	Obsolete Courses
<b>Policy Number:</b>	2816
<b>Date Adopted:</b>	04/04/2012
<b>Version:</b>	5.0
<b>Date Last Reviewed:</b>	10/08/2020
<b>Reviewed Cycle:</b>	Biannually
<b>Office Responsible:</b>	Student Services – Registrar
<b>Reviewing committee:</b>	Academic Council
<b>Related Policies:</b>	Program Review, Course Review, and Academic Amnesty
<b>Related Laws:</b>	

### **Policy Summary:**

Jackson College (JC) develops courses for the advancement of student education and is committed to maintaining relevancy and currency in its course offerings. If, for any reason, a course is inactivated and not offered for five or more years, the course will become obsolete and no longer a candidate for reactivation. An obsolete course will not be reactivated as originally established, prior to inactivation. A new academic course number will be assigned for a new course.

### **Scope:**

This policy applies to all courses that are determined to be obsolete. Obsolescence is determined, in part, by recognition that they no longer meet specific program and/or degree requirements and are therefore no longer offered. Additionally, courses may be moved to obsolete status due to changes in technology, practices of transfer institutions, restructuring of curriculum pathway, or they may become inconsistent with the strategic direction of the College.

### **Definitions (if applicable):**

**Inactivated Course:** A course that has been removed from the active course list. A Change of Taxonomy form must be submitted to the Curriculum Committee for inactivation approval.

**Frozen Course** – A course that is pending review for an inactive/obsolete status. Course can still be ran during this status.

**Obsolete Course:** A course that is inactivated for five or more years, no longer meets program or degree requirements.

**Academic Amnesty/Forgiveness:** An action by the Registrar that allows for an obsolete course to be excluded from a student's cumulative academic grade point average (GPA). This also removes the associated credit value. The action is indicated on the student record with an Academic Amnesty notation.



**Policy Statement:**

A course inactivated for five or more years shall be labeled as obsolete and unable to be reactivated under the same course number. Academic Amnesty can only be applied to obsolete courses.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
TBD	Initial Release	R. Klee
04/09/13	Changed Wording	D. Vainner
10/31/13	Removed "Community" and "ADO"	D. Vainner
04/10/17	Added Curriculum Pathway Note	Z. McNitt
10/08/20	Added Frozen Status	Z.McNitt