

Computer Courses – Graduate

Policy adopted by the Graduate Council, March 21, 1985

Education in computer techniques has dramatically changed. Instruction once offered exclusively at the college level is now found in secondary schools. Therefore, it is not appropriate to offer graduate credit to introduce students to computer use or to certain elementary applications, which should now be considered remedial at the graduate level. In order to adjust curriculum policies accordingly, the Graduate Council adopted the following policy:

Introductory courses in programming and using computers (i.e., those without prerequisites) are considered remedial for graduate students and will not be approved at the 600 level or above.

Statistical workshops that introduce students to analytical software packages or computer languages are also considered remedial for graduate students and are not suitable for graduate credit at the 600 level or above.

Departments wishing to offer introductory computer courses of this nature should do so at the undergraduate level and as prerequisites for graduate coursework or admission or offer such courses through the College of Extended Studies.

Unused Courses (Undergraduate)

Policy adopted by the Senate, May 1973; Revised May 1986 and February 2006

Each year Curriculum Services shall identify the courses not offered during the past two years and shall inform each department or school that failure to offer the courses within the next academic year shall subject the courses to deletion from the catalog. A course not offered during the third year shall be deleted.

Reinstatement of Deleted Undergraduate Courses

Policy adopted by the Senate, May 1986

For a period of up to three years after the deletion of an undergraduate course by the Undergraduate Curriculum Committee, that same course (same course number, title, credit, units, prerequisite(s), catalog description) may be reinstated.

The academic department or program shall forward to the dean of the college a completed course reinstatement form. If the dean approves the request, the form shall be forwarded to Curriculum Services for inclusion in the next *General Catalog*. However, a reinstated course may be listed in the *Class Schedule* and taught prior to the publication of that catalog.

The department or program must teach the reinstated course within two semesters of the submission of the course reinstatement form. Failure to do so will result in a second deletion of the course from the curriculum. Courses deleted under these circumstances can be put back into the curriculum only by going through the process for the approval of new courses.

Graduate Course Deletion Policy (600- and 700-level courses)

Policy adopted by the Graduate Council, November 19, 1987; Revised November 1998

Each year Curriculum Services shall identify those courses which have not been offered during the past two-year period and shall inform each department that failure to offer the courses within the next academic year will subject them to deletion from the *Graduate Bulletin*. Courses not taught during the third year will be deleted from the *Graduate Bulletin* unless the department provides a written reply satisfactory to the Graduate Curriculum Committee showing that there are compelling reasons why the course should not be deleted and providing a plan for the reinstatement of the course in the department's regular program.

For a period of up to three years after the deletion of a graduate-level course, that same course (same course number, title, credit units, prerequisite(s), and bulletin description) may be reinstated by the following process:

1. The academic department or program will forward to the dean of the college a completed course reinstatement form.
2. If the college dean concurs with the department request, the form will be sent to Curriculum Services for review by the Dean of the Division of Graduate Affairs.
3. If the Dean of the Division of Graduate Affairs approves the request, the course will be included in the next *Graduate Bulletin*. However, a reinstated course may be included in the *Class Schedule* and taught prior to the publication of the *Graduate Bulletin*.

Failure of the department or program to teach the reinstated course within three semesters of the submission of the course reinstatement form will result in a second deletion of the course from the curriculum. Courses deleted in this way can be returned to the curriculum only by going through the same process as required for new courses.