

POLICY MEMORANDUM NO. 232

TO: All Instructional Faculty, Deans,
and Department Heads

FROM: Charles W. Steger

DATE: June 7, 2004

SUBJECT: Deletion of Untaught Classes from the Graduate School Catalog
(Amendment to Presidential Policy Memorandum no. 11)

Recommended by the Graduate Curriculum Committee
Approved by Commission on Graduate Studies and Policies: April 7, 2004
First Reading at University Council: April 19, 2004
Approved by University Council: May 3, 2004
Approved by the President: May 3, 2004
Effective: Immediately

WHEREAS, the listing of courses not currently being offered in the Graduate School Catalog creates confusion for students formulating a program of study and misleads potential students as to the courses offered by the University; be it therefore

RESOLVED, that on or about February 1st each year the Office of the University Registrar will provide to the Graduate School a list of courses that have not been taught for the last three years.

RESOLVED, that the Graduate School will notify appropriate Department Heads and Deans of the untaught courses.

RESOLVED, that any course currently listed in the Graduate Catalog, which also appears on the list provided to the Deans and Department Heads will be deleted, unless a special circumstance exists to justify retention.

RESOLVED, that on or about March 1st of each year the Dean of the Graduate School shall submit to the Commission on Graduate Studies and Policy for their action a list of courses recommended to be deleted. Courses of Special Study are not to be considered as part of this resolution.