



PRESIDENT'S POLICY MEMORANDUM NO. 273

TO: All Faculty, Deans, Department Heads, and Undergraduate Students

FROM: Charles W. Steger 

DATE: December 5, 2011

SUBJECT: Policy on Untaught Courses in the Undergraduate Course Catalog and the Curriculum for Liberal Education

Approved by CUSP:	October 10, 2011
Approved by University Council:	December 5, 2011
Approved by the President:	December 5, 2011
Effective Date:	Spring Semester 2012

University Council approved a resolution regarding a policy on untaught courses in the Undergraduate Course Catalog and the Curriculum for Liberal Education

Following is the text of the resolution.

WHEREAS, changes in personnel and programs have led to a proliferation of courses in the undergraduate curriculum and in the Curriculum for Liberal Education (CLE) that have not been taught for many years; and

WHEREAS, the presence of such courses in the undergraduate catalog and in the CLE Guide misrepresents the courses that will actually be available to students during their years at Virginia Tech; and

WHEREAS, the presence of such courses creates a serious obstacle to any student or academic advisor attempting to create an accurate course of study; and

WHEREAS, failure to draft an accurate course of study can delay a student's academic progress and progress toward degree;

Therefore, be it resolved that courses not taught for five years should be removed from the undergraduate catalog and the CLE Guide; and

Be it further resolved that during each fall semester the Office of the University Registrar shall determine which undergraduate courses have not been taught in the past five academic years and provide that information to the Office of the CLE. The Office of the CLE shall:

1. Notify department heads of the courses not taught in the most recent five academic years; and,
2. Allow departments an opportunity to justify retention of the courses in the undergraduate catalog and, where appropriate, the CLE Guide; and
3. After review, the Office of the CLE shall report to the Office of the University Registrar by June 1 of each year any courses designated for removal from the undergraduate catalog and the Curriculum for Liberal Education.

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