Course Archive Procedures

Recommendation from the Senate Curricula & Courses Committee
Fall 2023

Background

The Registrar's Office has gotten feedback from students who have expressed frustration that there are many courses listed in the course catalog that have not been offered in several years and are unlikely to be offered during the course of a student's career at UConn. This has made it harder for them to develop their plans of study.

As of today, there are a total of 1,239 courses that have been in the catalog for at least four years, but which have not been scheduled in that time or which have never been scheduled. That number includes courses like independent studies or internships that are not scheduled the way traditional courses are, but they represent a relatively small percentage of the total.

In 2004, the University Senate Scholastic Standards Committee worked with the Registrar's Office to establish the "5-year rule," a procedure which allows departments to "archive" courses from the Catalog if they have not been offered in at least five years. By archiving a course, a department authorizes the Office of the Registrar to deactivate the course and remove it from the course catalog with the understanding that the course can be reactivated and added to the course catalog upon request. Both archiving and reactivating courses can be requested by a simple email from the department head.

The Registrar's Office maintains a list of courses eligible to be archived under the existing Five-Year Rule (https://changecatalog.uconn.edu/reports/) and does from time-to-time reach out to departments to encourage them to archive older courses, though more recent reach-out campaigns have yielded progressively fewer results. Departments have the option of archiving their courses, but they are under no obligation to ensure that their course offerings are accurate and up to date. This Proposal outlines below a recommendation from the University Senate Curricula & Courses Committee to the Registrar's Office to update their procedures regarding the archiving of courses in the Catalog and to make information about the updated procedures available on the Registrar's website and other materials.

Proposal

The Senate C&C Committee proposes that if a course meets all the following criteria, it will be automatically archived by the Registrar's Office:

- The course* has existed in the catalog for at least four years;
- The course has never been offered, or has not been offered in at least four years;
- The course is not an experiential or research course, nor any other kind of specialized course "shell" such as a special or variable topics course.

* For cross-listed courses, this would apply to individual course offerings.

Procedure

Prior to the start of each academic year, the Registrar's Office will publish a report of all active courses that meet the criteria above for automatic archiving. If a department has plans in the upcoming academic year to offer a course that is otherwise subject to automatic archiving based on these criteria, the course may be excluded from the process with the approval of the department head or designee. Those courses not approved to be excluded will be archived.

If a department plans to offer a previously archived course, the department head or designee may reactivate the course by submitting a request in writing to do so to the Registrar's Office. If the course is not offered in that academic year, it will become subject to automatic archiving the following year.