MEMORANDUM

TO: UNCG Faculty

RE: Course Reactivation Process

As we enter our first full curricular cycle with CourseLeaf Curriculum Inventory Management (CIM) and the Course Expiration Policy, questions have arisen about the process for reactivating courses. We realize the policy published and activated in July of 2018 did not address the process for reactivating courses that require no revisions, so we are providing this information below.

**Spring Reactivations Effective Spring 2020:** To ease the transition to the new policy, courses that are required for any degree program are eligible for exception. Qualifying courses may be reactivated, after review, for Spring 2020 in order to be scheduled for Spring/Summer 2020. The full Course Expiration Policy otherwise remains in effect; however, there is no plan to offer exceptions after this academic year.

A link to a required course reactivation form similar to the one used over Summer 2019 is provided [here](#).

The University Registrar’s Office will evaluate each request to determine if the course is required for program completion. Requests that are determined to be necessary corrections to the University Catalog will be approved. Elective and other non-required courses will not be reactivated for the Spring/Summer 2020 scheduling cycle. A course/schedule-type review will be necessary for all approved exception requests to ensure valid course type codes are used. The Office of Assessment, Accreditation, and Academic Program Planning will conduct course/schedule-type review in consultation with the relevant academic unit.

**Deadline for Exception Requests to the Course Reactivation Policy for Spring/Summer 2020:** All course reactivation exception requests for Spring/Summer 2020 must be submitted no later than October 9, coinciding with the deadline for departmental schedule creation.

**Future Reactivations Effective Fall 2020:** Faculty and departmental administrative staff may request reactivation for a course or courses that require no updates using the Course Reactivation Request form [here](#). As part of the reactivation request, requestors will be asked to provide one course type to be associated with all sections of the course. Course-type specifications will be reviewed as part of reactivation process. The University Registrar’s Office will review the all requests to ensure that a single course type has been identified, sending the reviewed request to the Office of Assessment, Accreditation, and Academic Program Planning for a final action. Once the course has the course/schedule-type review and is approved for reactivation, the course will be added to the University Catalog for the next academic year (2020-2021).

Reactivation requests should be submitted to the University Registrar’s Office by the first Monday in December; therefore, for the 2020-2021 academic year, the deadline for submitting reactivation requests is December 2, 2019. Courses that are reactivated must be scheduled and taught within the
academic year of reactivation (i.e., reactivation effective Fall 2020 requires that at least one section of the course be offered and taught Fall 2020, Spring 2021 or Summer 2021).

**Deadline for Course Reactivation Requests for the Academic Year 2020-2021:** 12/02/2019

Thank you for your time and attention to these details. Your support in maintaining data integrity between systems (Banner, Catalog, and CIM) is very important and will serve our students well by providing effective tools for accurate University Catalogs and degree audits via Degree Works.