



Kutztown University Policy ACA-092

Automatic Archiving of Courses

A. Purpose

The purpose of this policy is to keep course offerings current and active by establishing the length of time, without offering a course, that will prompt the course to be archived automatically.

B. Scope

This policy applies to all Kutztown University courses.

C. Key words and phrases:

Archived course: an inactive course that cannot be scheduled and is not published in the university course catalog.

D. Policy & Procedure(s)

1. Each academic year a list of courses that have not been offered in at least eight (8) years will be generated and distributed to all academic departments as a notification of potential future archiving.
2. Each academic year a list of courses that have not been offered in ten (10) years will be generated; the courses on that list will be automatically archived.
3. A list of the archived courses will be announced at the University Curriculum Committee.
4. No action is required from the department or college.
5. An archived course (or a course scheduled for archival) may be reactivated (or prevented from archival) by following the established curriculum procedure.

E. Effective Date

Fall 2023

F. Approved By

University Curriculum Committee –
University President – November 15, 2023