**Inactivation Exceptions Amendment**

***Course Inactivation***

1. The Three-Year Rule. **A course will be inactivated if it has not been** taught **at least once during a three year period.**
2. There may be instances where inactivating a course is not in the best interest of the students or the college.
3. A course owner seeking an exception to the Three-Year Rule will notify the Curriculum Office that the course should remain active for another year.
4. The Curriculum Office will assign the course to a Review Team for consideration.
5. The Review Team will make a determination. Criteria to consider in the determination should include, but are not limited to:
6. The importance of the course to student success
7. The past success of the course before the 3-year hiatus
8. Developments brought by the course owner.
9. The determination of the Review Team will be added to the Consent Agenda for approval by the Curriculum Committee.