

SENATE ACTION FORM

No. 1186

Subject: Course Sweep/Purge policy for the University Catalog

Reference to Senate Minutes dated: 04/13/2020

Senate Action:

MOTION: Accept Course Sweep/Purge policy language as presented for inclusion in the University Catalog.

VOTE: Approved by voice vote.

Response requested:

X Approval for placement in University Catalog

       Approval for placement in University Regulations

       Recommendation to Board for placement in Board Policy Manual

       None (sent as information item)

       Other action requested/comments:



\_\_\_\_\_  
Faculty Senate Chair

04/14/2020

\_\_\_\_\_  
Date

\* \* \* \* \*

Administrative review of Senate action (unnecessary for information items):

       Reviewed by **VPAA/Provost**. Check        if comments attached

       Reviewed by **General Counsel**. Check        if comments attached

Presidential action:

       Approve        Reject        Return to Senate for discussion/modification (comments attached)

\_\_\_\_\_  
President/Designated Administrative Officer

\_\_\_\_\_  
Date

Date of Board approval (if applicable): \_\_\_\_\_

**PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, CARTER 2004, BOX 75.**  
[faculty.senate@unco.edu](mailto:faculty.senate@unco.edu)

Attachment to Senate Action #1186  
Approved by the Faculty Senate  
April 13, 2020

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New Policy for inclusion in the University Catalog; see additions and placement below.

**Curriculum Sweep/Purge**

**Undergraduate Catalog**

**Curriculum Sweep and Purge**

Every year during spring semester, the Office of the Registrar generates a report for review that captures courses, except for reserved-number courses, that have not been taught in the last six (6) years.

Academic Units are notified by email, including the respective Chair/Director and Dean, if any of their courses appear on this “purge” report. Unless the department/school specifies otherwise, the course(s) are removed from the curriculum file. Departments/Schools are asked for a written justification for those they would like to retain. Required written justification will be determined by the department/school in which the course is offered.

Place the proposed language in the UG catalog on both of these sites:

- <http://unco.smartcatalogiq.com/current/Undergraduate-Catalog/Course-Descriptions>
- <http://unco.smartcatalogiq.com/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Course-Designations>

**Graduate Catalog**

**Curriculum Sweep and Purge**

Every year during spring semester, the Office of the Registrar generates a report for review that captures courses, except for reserved-number courses, that have not been taught in the last eight (8) years.

Academic Units are notified by email, including the respective Chair/Director and Dean, if any of their courses appear on this “purge” report. Unless the department/school specifies otherwise, the course(s) are removed from the curriculum file. Departments/Schools are asked for a written justification for those they would like to retain. Required written justification will be determined by the department/school in which the course is offered.

Place the proposed language in the GR catalog on both of these sites:

- <http://unco.smartcatalogiq.com/current/Graduate-Catalog/Graduate-Course-Descriptions>
- <http://unco.smartcatalogiq.com/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Courses/Course-Designations>