

Department Chair's Guide Concerning New and Dormant Courses

This memorandum covers proposals for new courses (Title I) and proposals to reinstate dormant courses (Title II).

I. Creating a New Course

A. The process of creating a new course begins with the [New Course Proposal](#) and [New Course Rationale](#) forms, available at CEPC's website. These forms must be completed, signed, and submitted to the Registrar's Office.

B. The Registrar routes proposals to the appropriate CEPC subcommittee. (The New Courses Subcommittee reviews course proposals for semester courses; the Special Studies Subcommittee reviews course proposals for Interim and Summer courses.) After reviewing a proposal, the subcommittee submits its recommendation to CEPC, which then discusses and votes on the proposal.

C. If approved by CEPC, Interim and Summer Term courses become official courses of The College. Semester-long courses must be brought before the faculty for final approval/rejection.

II. Reinstating a Dormant Course

A. Terminology: Once approved, a course becomes a regular, self-renewing part of a department's curriculum, unless that course is not taught for four consecutive years. After four years of inactivity, a course is classified as "dormant," and cannot be taught unless re-approved by CEPC. After eight consecutive years of inactivity, a course officially expires, and is no longer a curricular asset of any department.

B. The procedure to reinstate a dormant course differs from the procedure to create a new course in two significant ways. First, there are different forms, somewhat less burdensome. Second, the authority to reinstate dormant courses rests with CEPC.

C. The process of reinstating a dormant course begins with two forms, the [Proposal to Reinstate a Dormant Course](#) and [Rationale to Reinstate a Dormant Course](#). These forms, available at the CEPC website, must be completed, signed, and submitted to the Registrar's Office.

D. The Registrar will route these forms to CEPC's New Courses Subcommittee (for semester courses) or Special Studies Subcommittee (for Interim and Summer courses). These subcommittees will review all proposals to reinstate, work when needed with faculty and department chairs to refine and improve proposals, and submit recommendations to the CEPC. If approved by CEPC, a course is removed from the dormant category and again becomes an official course of The College.