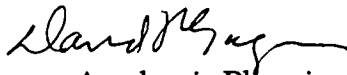


SIMON FRASER UNIVERSITY

OFFICE OF THE VICE-PRESIDENT, ACADEMIC

MEMORANDUM

To: Senate

From: D. Gagan, Chair 
Senate Committee on Academic Planning

Subject: Temporary Course Withdrawal
(SCUS Reference: SCUS 98 - 25)
(SCAP Reference: SCAP 98 - 68)

Date: December 11, 1998

Action undertaken by the Senate Committee on Undergraduate Studies and the Senate Committee on Academic Planning gives rise to the following motion:

Motion:

"that Senate approve, as set forth in S.99 - 9 , the proposal to create a "Temporarily Withdrawn" category for courses not offered."

SIMON FRASER UNIVERSITY

Office of the Dean, Faculty of Arts

MEMORANDUM

To: SCUS

From: Roger Blackman
Associate Dean of Arts

Subject: Temporary Course Withdrawal Date: October 2, 1998

Each year the Registrar lists courses that have not been taught for at least 6 semesters, and asks whether each course should be retained or deleted. I wish to propose a third option: temporary course withdrawal.

Sometimes, resource limitations prevent departments for several semesters from offering courses that they do not wish to delete. We often accommodate their needs by agreeing to retain courses until the necessary resources are once again available. That may take years, during which time the course continues to be listed in the Calendar. This makes the Calendar much less helpful as a description of departmental curricula, and renders it vulnerable to criticisms of “false advertising”. However, this situation is unlikely to change so long as it remains onerous to reintroduce a deleted course.

We need a provision for dropping the calendar entry for a course without deleting it from the approved curriculum. This can be achieved by establishing a new course status: temporary withdrawal (TW). The FACC is supportive of this idea, and advice from its members leads me to propose the following policy and procedure.

Preamble:

Listing a course in the Calendar implies a commitment to offer that course within a reasonable time. If the period during which a course is not offered is too long, students may complete their degrees without ever having had an opportunity to take the course. To the extent this occurs, it weakens the Calendar as a reliable description of the curriculum. The Registrar's practice of requiring programs to defend or delete seldom-offered courses limits this problem. However, it is a blunt instrument that fails to accommodate the needs of a program that does not want to abandon a course but lacks the resources to offer it for an extended period of time. This may occur when the regular course instructor is granted a reduced teaching load or is otherwise unavailable for a number of years. The program could delete the course and plan to reintroduce it later. However, reintroduction would require full "new" course approval. The following provision for temporary delisting of courses that cannot regularly be offered minimizes this problem without subjecting programs to onerous procedures for reinstating courses.

Policy:

If, after not offering an approved course for 6 consecutive semesters, a teaching program temporarily lacks the resources needed to mount that course in the following 2 years, it may request to have the course temporarily withdrawn from the Calendar until the necessary resources are available.

Procedures:

1. The Registrar will continue annual identification of courses that have not been offered for at least 6 consecutive semesters. Through their respective Faculties, programs will be asked to assign each course to one of three categories:

Retain: This will normally be allowed only if the program specifically commits to offering the course in one of the following 6 semesters.

Delete: This option will be selected when a department no longer intends to offer the course.

Temporarily Withdraw: If the program does not want to delete the course, but has a short-term lack of the resources needed to offer it, the course will be withdrawn from the Calendar until further notice.

2. Each year that a department has a course in the TW category, it will be asked to a) reaffirm this status, or b) change the status to retain or delete.

3. No course may remain in the TW category for more than 4 years. Failing a specific commitment to offer the course, after 4 years as TW a course will be deleted.

4. The responsibility for maintaining records of TW courses lies with Faculties. Faculties shall query their programs' TW courses at the time they deal with the Registrar's annual list of courses not taught for 6 semesters. The Faculty responses to SCUS shall include an updated list of TW courses.