



## Removing and Reinstating Courses

**Enduring Resolution Category:** Academic;

**Jurisdiction:** Provost and Vice President, Academic; Senate Academic Committee;

**Approval Authority:** Senate;

**Established on:** January 20, 1992;

**Amendments:** September 29, 2000; October 26, 2001; January 25, 2002; April 28, 2003; November 23, 2020; February 23, 2022 (editorial).

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Resolved that the following actions be taken:

1. Procedure for removing and reinstating courses from the Calendar:
  - a) If a course has not been offered for five years, the course (excluding special topics courses) will be automatically removed from the calendar.
  - b) An academic unit wishing to reactivate a course with no changes from the previous calendared version and which has been removed from the calendar, in order that it may be time-tabled and re-calendared, may do so by submitting the request through Curriculum Navigator to be approved by the Faculty Dean. After approval from the Faculty Dean, the course will be reactivated and added to the Academic Calendar.
  - c) An academic unit wishing to reactivate a course with changes from the previous calendared version will be required to submit a calendar change through Curriculum Navigator and is required to follow the Senate approval process.

Please contact the University Secretariat for additional information on enduring resolutions and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).