

EASTERN MICHIGAN UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS OFFICE OF THE ASSOCIATE PROVOST INTER OFFICE MEMORANDUM

TO: Deans Advisory Council
Department Heads
Program Directors

FROM: Michael Harris, Associate Provost
Academic Affairs

SUBJECT: PROGRAM AND COURSE SHELVING POLICY

DATE: November 20, 2001



In order to provide departments greater flexibility in maintaining a dynamic learning environment, I am clarifying the divisional policy on “shelving” programs and courses. Programs and courses may be shelved, when appropriate, by the following procedure:

- Department heads formally request the course or program to be shelved by memorandum providing a detailed rationale.
- The request must be endorsed by the dean and forwarded to the Associate Provost for review and approval.

Shelving removes the course or program from the catalog, suspends admission to the program, and suspends future graduations. In accordance with university policy, students currently enrolled will be allowed up to seven years from initial admission to complete the program and will be held to the requirements appearing in the catalog under which they were admitted.

While a course or program is in a shelved status, departments are encouraged to make appropriate curriculum changes through the Course and Program Development system. Normal Course and Program Development procedures and policies apply.

A program may be shelved for up to 4 years before it will be automatically end-dated. Once a program is end-dated, it must be submitted as a new program to the Course and Program Development.

A program or course may be “unshelved” by the following procedure:

- Department heads formally request the course or program to be unshelved by memorandum providing a detailed rationale. Strong consideration should be given to the catalog production schedule to ensure timely and accurate inclusion in the university catalog.
- The request will be endorsed by the dean and submitted to the Associate Provost for review and approval.
- If approval is granted, the Program and Catalog Maintenance office will be instructed to include the program or course in the university catalogs, as it appeared prior to shelving, unless a program revision was approved through the Course and Program Development System.
- Records and Registration will be instructed to change the status of the course or program in ISIS.

Direct any questions to Lynn Tilton, Director Program and Catalog Maintenance at lynn.tilton@emich.edu or 7.4456.

Cc:

Paul Schollaert, Provost and Vice President for Academic Affairs

Sally McCracken, President, Faculty Council

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