



# Pine Technical and Community College Policy

## 5.PTCC.27 End Dating Inactive Courses

**Chapter: Curriculum**

**Date:** 05/01/2026

### **Part 1: Purpose**

This policy is to maintain current and accurate records of active courses. This will ensure timely review and end dating of courses that have not been offered within five years.

### **Part 2: Process**

- Every Fall, Academic Affairs will generate a list of courses that have not been offered in the previous five academic years.
- This list will be distributed to the appropriate academic deans and faculty for review.
- If the academic dean and faculty determine that a course will not be offered in the upcoming academic year, they will notify the Curriculum and Assessment Coordinator who will end-date the course in the student information system, remove it from the college catalog and inform the Academic Affairs & Standards Council.

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*Adoption: 5/1/2026*

*Last Reviewed: 5/1/2026*

*Next Review Date: 2029*

*Cabinet Approved: 4/23/2026*

*Custodian of Policy: AASC and Registrar*

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**Policy History:** *Newly developed policy 5/1/2026*