

**University of Colorado Denver**  
**Office of the Registrar**  
**DDC and AMC**

**Memorandum of Understanding**

The following guideline has been reviewed and approved by the University Registrar. The DDC and AMC offices will begin enforcing this guideline based on the document approval date and will revise any/all appropriate procedure(s) and commit to updating all documents and ensuring appropriate staff members are made aware of these changes.

Guideline Name: 5-year course deactivation

Guideline: Deactivate (on the appropriate Student Information System) any course that has not been actively scheduled/used for student enrollment for a 5-year (15 semester) period of time.

Justification: The accuracy and timeliness of course information/descriptions at UC Denver impacts prospective students, current students, faculty and staff. UC Denver needs to have the ability to ensure all course offerings are accurate in all materials presented to students as part of a degree offering, including the published catalog and paperwork relating to a student(s) degree program(s). Any course that has not been offered for a period of five years most assuredly has changed in some fashion, and should be redefined by the offering College before being reactivated as an offering to students.

\_\_\_\_\_  
University Registrar

\_\_\_\_\_  
Date

Vetted through \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
AMC Registrar

\_\_\_\_\_  
Date

Vetted through \_\_\_\_\_

Date \_\_\_\_\_