

## UCSB POLICY ON COURSE HIBERNATION

*Definition:*

Hibernation: Non-publicized status of an approved course. The course remains on the master list of approved courses, but is not listed in the General Catalog or in general education publications, if applicable.

*The Policy:*

A course will be automatically switched to hibernation status if it has not been offered/taught in four consecutive years. Each time a course is taught, the four-year clock starts over.

A hibernated course will remain in that status for three consecutive years.

If a course is not taken out of hibernation by the end of the third year, it will be discontinued automatically.

The length of time, then, that a course can remain on the master list of approved courses without being taught is a generous seven (7) years.

This policy applies to each course on the master list of approved courses, whether or not the course is approved for general education. The policy is effective with AY 2000-2001, meaning that during the Catalog review period which will begin in October 2000, each course will be assessed as to the last time it was taught. Courses already hibernated under the previous policy will remain on that status, but the clock will start at year one.

*Procedures:*

Annually, at the time the Catalog copy is reviewed, (generally in the Fall and Winter Quarters), the Registrar's office will provide each department/Program with a roster of all its approved courses. The roster will include information of the last time a course was offered/taught, and which courses are hibernated and for how long.

If a department/program firmly believes that a course scheduled for hibernation will be taught in the fifth year, the chair of the department/program may petition the Undergraduate Council or the Graduate Council via a memorandum. The department/program will supply pertinent information and rationale so that the Committee/Council can make an informed decision. An extension of one year only may be granted if the rationale is compelling. If a course is extended for a fifth year but not taught in that year for any reason, it will count as the first year of hibernation status.

If a department/program wishes to offer and publicize a hibernated course, as they are working with the Office of the Registrar to develop their schedule of classes for a particular quarter, the chair so informs the Registrar's office. The pertinent information (course number, title, quarter it will be offered, instructor in charge, etc.) is supplied via a memorandum that accompanies one of the schedule proof copies or via e-mail to the Registrar's Classroom Scheduler (email: [regsched@sa.ucsb.edu](mailto:regsched@sa.ucsb.edu)). A course taken out of hibernation and then not taught for any reason will revert back into hibernation and the year will be counted as if it had not left hibernation status.

A course that has been in hibernation for three years will be discontinued automatically at the end of that third year, and removed from the master roster of approved courses. If a department/program firmly believes that a course will be taught (unchanged) within the next or fourth year, the chair may petition the Undergraduate Council or Graduate Council in a memorandum with the pertinent information. The Council may grant a one-year extension and will notify the Office of the Registrar of such approval. If the course is not taught in that year, it will be automatically discontinued at the end of that year. Further petitions will not be considered.

Annually, the Registrar's office will notify the undergraduate advising offices of the colleges of all courses that go into hibernation or discontinuance.

Approved by Graduate Council April 24, 2000

Approved by the Committee on Undergraduate Courses June 2, 2000

Revised to reflect Senate reorganization: 3/05