

## **POLICY ON COURSE HIBERNATION**

### **Definition**

Hibernation: Non-publicized status of an approved course. The course remains in the Master Course Approval (MCA) system, but is not listed in the General Catalog or other course related publications, if applicable.

### **Policy Specifications**

A course will be automatically switched to hibernation status if it has not been offered within 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 seven years.

This policy applies to each approved course that resides in the MCA, whether or not the course is approved for general education.

### **Procedures**

Annually, at the time the Catalog copy is reviewed (generally during the Fall and Winter Quarters), the Registrar's Office will provide each department/program with a roster of its approved courses. The roster will indicate 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 Registrar's Office via a memorandum. The department/program will supply pertinent information and rationale so that the Registrar's staff 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). 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 Registrar's Office in a memorandum with the pertinent information. A one-year extension may be granted. If the course is not taught during that year, it will be automatically discontinued at the end of that year. Further petitions will not be considered.

Some specific types of courses (e.g., independent study, internship, research assistantship) may be considered for exemption from hibernation despite infrequent usage. In such cases, the department/program chair must seek approval via the Office of the Registrar by submitting a memorandum that explains how the course is used within the overall curriculum and why it should be considered for exemption from hibernation.

Annually, the Registrar's office will notify the undergraduate advising office of each college regarding all courses that have been hibernated or discontinued.

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