

Protocol for Deletion of Required Courses
Approved by COI
March 10, 2008

When an academic unit proposes to delete a course or courses that are required by a degree or minor offered by SUNY ESF, the academic unit shall submit the intent to delete the course (or courses) to the Committee on Instruction by November 1st of the year prior to the deletion of the course (or courses) to allow effected faculty to respond and make necessary changes to curricula and entries in the college catalog.

Components of the notice to delete a course shall include:

- 1) Proposal for substitute course or courses. Courses numbered 296 or 496 should not be used in replacing a required course;
- 2) Plan to accommodate invocation of the “R” grade for deleted course (as appropriate); and
- 3) Evidence of consultation and notification to all departments.

Actions approved by the Committee on Instruction for deletion of required courses and approval of replacements or approved alternates [to invoke the “R” grade] will be in effect for the duration of a student’s time in completing the degree (matriculation status at time of deletion of the course). In general, the duration shall be one year for students pursuing associate of applied science (A.A.S.) degrees, three years for students pursuing bachelor of science (B.S.) degrees, and four years for students pursuing bachelor of landscape architecture (B.L.A.) degrees. Variations from this policy will be determined by petition.

The Committee on Instruction will notify the Registrar when course deletions are approved.