



THE JOHN MARSHALL LAW SCHOOL

Updating the Course Catalog

1. **Purpose:** This Policy is designed to ensure that the JMLS course catalog is current and accurate, and to facilitate student planning. To help effectuate this Policy, the Registrar will audit the list of course offerings annually.
2. **Inactive Courses:**
 - a. Courses that have not been offered during the last three academic years will be designated “inactive.”
 - b. The Registrar will maintain a list of all inactive courses, including their description.
 - c. The Registrar will compile a list of courses intended to go on inactive status and submit the list for faculty review no later than April 1 of each year. After the list is published to the faculty, faculty will have a ten-day comment period. During this period, faculty should submit any comments to the Registrar and the Chair of the Curriculum Committee. If a faculty member reasonably anticipates teaching a listed course in the next academic year, the Registrar, in consultation with the Chair of the Curriculum Committee, will remove that course from list.
 - d. Inactive courses will not be published in the course catalog.
 - e. An inactive course may be reactivated at the direction of the Vice Dean for Academic Affairs, who will advise the Registrar if an inactive course will be taught in the following academic year.

Faculty policy approved April 23, 2018; effective immediately.