

# SEMINARY COURSE REVIEW PROCESS

This policy is the responsibility of the Seminary Team and was approved on November 3, 2023.

## POLICY OVERVIEW

This policy outlines the process of reviewing the Seminary course calendar.

## PRINCIPLES

This policy is guided by the principles of integrity and transparency.

## SCOPE

This policy applies to Seminary courses that are listed in the course calendar.

## POLICY STATEMENT

The Seminary desires a course offerings list that accurately reflects courses that have been or will be taught in a reasonable timeframe.

Once a year, the Seminary Dean's Office will review the list of all courses in the Seminary Academic Calendar. Each course that has not run during an academic term in six to ten years will be flagged for removal by the Dean's Office. The Dean's Office will contact the appropriate program coordinator to determine whether the course should be removed from the Seminary Academic Calendar. Courses will be evaluated primarily according to their fit within Seminary programs, student interest, and faculty availability. If the Dean's Office, in conjunction with the program coordinator, determines that a course should be removed from the calendar, a recommendation for removal will be brought to the Seminary Team for discussion and possible approval.

## APPENDIX A

Related Forms/Policies	
Where is this policy published	
Contact Information	

