


MEMORANDUM

DATE: August 8, 2014

TO: Deans and Directors

FROM: Donald G. Nieman
Executive Vice President for Academic Affairs and Provost 

SUBJECT: Course listings in Banner Catalog and the University Bulletin

The online University Bulletin is a public document that describes the University and the programs that we offer. Current and prospective students, as well as others, consult this document to see what courses are available for them to take. Effective with the 2014-15 edition, the course listings in the University Bulletin come directly from Banner Catalog. It's important that we keep these course listings current and accurate.

For that reason, academic units should request that their dean's office mark courses, both undergraduate and graduate, as "inactive" in Banner Catalog if those courses have not been taught in the past four years.

When a course is marked "inactive," the course remains approved and the department can choose to offer it again in the future without repeating the request for approval.

Please work with your academic departments to ensure that they follow this policy so that the information we provide to students accurately represents what Binghamton has to offer.