A Guide to Retired/Discontinued Courses

January 2023

When a course is proposed to retire, it is critical that
1. a plan is made to remove the retired course from programs and courses that currently depend on it (current dependencies can be identified in the “Dependent Courses and Programs” section of Kuali on each course and program),
2. a plan is also made to address the retired course from programs that have depended on it over the past seven catalog years, and
3. programs outside your department who are using the course are consulted and have a plan to address the course in their own programs.

There are two paths to address a retired course:

**Path One: Historied Course**

- **Definition:** A historied course is a course that is linked to its predecessor and will replace all instances of the course in past catalog years. A course history is a course code change that replaces everything about an older/retired course code including title, credits, and level (upper/lower division). If a course is being proposed that:
  1. should include similar outcomes as its predecessor,
  2. should replace past instances of the course on older catalog years and,
  3. should provide a course retake option that will replace a student’s grade and credit, then a course history should be created.

- **Implications:** When a course history is created, students may not receive dual credit for both versions of the course because the latest enrollment will replace the grade and credit of the prior enrollment.

- **Process:** To create a course history, propose changes to an existing course in Kuali rather than retiring one course and creating a new course. Enter the new course code in the proposal. The previous course code will be entered and displayed in the catalog by SRR upon approval.

**Path Two: Replacement Course**

- **Definition:** A replacement course provides an alternate path for students to meet a graduation requirement that could have been filled by the now-retired course.

Because students on past catalog years may not yet have fulfilled a degree requirement, the replacement course needs to be added to all former, active catalog years so that students know how to plan and register for the new replacement option. SRR uses a process called “make current” to adjust older catalog years to include the new option.

- **Implications:** When a replacement course is not provided and implemented, students will not have a clear path to graduation. It is important that a replacement course does not introduce additional requirements
for students who have already completed the original requirements. Replacement courses should not introduce hidden prerequisites or other changes that would result in delays to a student’s graduation.

- **Process:** If a retired course is optional in a program, it will be hidden, and no replacement course will be needed. If a retired course is required in a program, a replacement course must be provided. Because one course is often used by multiple departments and in multiple programs, a replacement course may vary by program and/or department. SRR has created a report that identifies all instances of a retired course in active programs. This report will be emailed to each of the departments impacted to request a replacement course for each program. These changes are made after the winter semester registration deadline.

**Additional Consideration: Requisites**

There may be a need for a retired course to satisfy a prerequisite for a new or existing course. If a course history was created, the new course code will automatically apply anywhere the previous course code existed as a prerequisite. A replacement course operates at the program level and does not satisfy the prerequisite in place of a retired course. If a replacement course was introduced, requisites will need to be addressed. If a retired course should satisfy a prerequisite for a new course, requisites for the new course will also need to be addressed.

Retired courses that should fulfill a prerequisite for another course can be retained in the system that enforces requisites, but retired courses are not displayed in the catalog and therefore cannot be linked in the requisite section of Kuali. A separate “text entry” can be created in Kuali to identify retired courses that should fulfill a requisite, like this:

![Image of course requisites](image)

Requisites are typically entered by the Kuali proposer, but SRR is always willing to help. Email SRRcurriculum@byui.edu or use the Comments feature in Kuali during the course proposal cycle to communicate with us.