

Policy Manual



Title: Deletion of Courses From College Curriculum	Number: 6Hx2-4.21
Legal Authority: Fla. Admin. Code R. 6A-10.0331	Page: Page 1 of 1

GENERAL STATEMENT

By September 1 of each year, Curriculum Services shall generate a list of all courses which have not been taught for five years to determine their continuation in or deletion from the College Catalog.

IMPLEMENTATION AND OVERSIGHT

Administrators with curriculum responsibilities shall review all courses in their respective areas of responsibility which have not been taught for five years, or less if desired, and for each such course recommend either (1) that the course be deleted from the College Catalog or (2) that, based upon a plan for the institution to offer the course during the next five years, the course be continued in the catalog. Courses to be continued shall be reviewed in the same manner that the institution reviews courses for addition to the College Catalog and Common Course Designation and Numbering System.

Recommendation(s) for course deletions or retentions shall be made to the Curriculum Committee at its October and November meetings by Curriculum Services and administrators with curriculum responsibilities. The Curriculum Committee shall notify the College Provost and Senior Vice President for Academic Affairs of its recommendation(s) with respect to all such courses. The College Provost and Senior Vice President for Academic Affairs shall review the committee's report and submit its recommendation(s) to the President. The President shall, in turn, submit his/her recommendations to the Board of Trustees for its consideration. Curriculum Services shall also notify the State Office of the Common Course Designation and Numbering System to delete the appropriate courses after action by the Board of Trustees.

History: *Issued as Policy 4.21 on September 17, 1991; revised and re-numbered April 16, 1997; revised February 26, 2013; revised May 24, 2022*

**Approved by the
Board of Trustees**

Date:
05/24/2022

President's Signature

Date:
05/24/2022