

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, the Registrar's office shall forward to the District Director of Curriculum Services and campus administrators responsible for curriculum administration 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 the District Director of Curriculum Services and administrators with curriculum responsibilities. The Curriculum Committee shall notify the College Provost/Senior Vice President for Academics and Student Success of its recommendation(s) with respect to all such courses. The College Provost/Senior Vice President for Academics and Student Success 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. The Registrar's office 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

Approved by the Board of Trustees	Date 2/26/13	President's Signature 	Date 2/26/13
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