


# PROCEDURE

<b>Subject</b>	Deletion Of Courses From Catalogs And Common Course Designation And Numbering System	<b>Number:</b> 1.191.01
<b>Source</b>	Vice President, Academic Affairs	<b>Reference (Rule #)</b> 6HX14-1.191
<b>President's Approval/Date:</b>		

## I. PURPOSE

To establish the process by which courses not taught for five (5) years shall be deleted from the catalog and the Florida Department of Education Statewide Course Numbering System Office (SCNS).

## II. PROCEDURE

As part of the regular review of the catalog each year, and following the time-line for Curriculum Development and Review Committee (CDR) proposal deadlines, the Department Chairs will identify any courses which have not been taught for five (5) years. The appropriate CDR form for each course deletion will then be submitted to the CDR Committee. The Chair of the CDR Committee will then transmit the deletion of each course to the office of SCNS via their established process.

Before any deleted course can be offered again, the appropriate department must present the course to the CDR Committee as though it were a proposal for a new course.