



**POLICY: 6Hx28:4-14**

Responsible Official:  
Vice President, Academic Affairs and  
Planning

Specific Authority: 1001.64, F.S.  
Law Implemented: 11001.64, F.S.

Effective Date: 11-18-1992

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## **Deletion of Courses Not Taught for Five Years**

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### **Policy Statement:**

Prior to the beginning of each academic year, the president shall cause a review to be conducted of all courses contained in the college catalog. Those courses contained in the common course designation and numbering system which have not been taught for the preceding five (5) years shall be reviewed in the same manner that the College reviews courses which are proposed for addition to the catalog and common course designation and numbering system. After such review, if the College intends to offer such course or courses during the next five (5) years, it shall be continued in the catalog. If not, such course or courses shall be deleted from the catalog by action of the District Board of Trustees, and the office of the common course designation and numbering system shall be notified to delete such course or courses.

The president shall annually certify to the District Board of Trustees that the College has complied with the provisions of this policy as required by law.

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### **Procedures:**

- I. The vice president for instructional affairs shall conduct the annual reviews provided for under this policy through the Collegewide Curriculum Committee and the Instructional Council and shall provide recommendations to the president for such continuations and deletions.
- II. Deletions shall be effective upon the next regular printing of the biennial college catalog or the annual admissions handbook, whichever shall first occur.

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### **Related Documents/Policies:**

None

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**Policy**

**History:**

Adopted 3-20-91; Amended 11-18-92; Formerly 6Hx28:05-15

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**Procedure**

**History:**

Adopted 3-20-91; Amended 11-18-92; Formerly 6Hx28:05-15