

## College Operating Procedures (COP)



**Procedure Title:** Course Deletions – “5-Year Rule”  
**Procedure Number:** 03-0605  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy  
Florida Statute 1007.24  
Florida Administrative Code 6A-10.0331

**Procedure Actions:** Adopted: 06/01/10; 02/15/11

**Purpose Statement:** The criteria for deletion of a course will be based primarily on the course’s congruence with the College’s goal to provide vibrant relevant programs.

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### **Guidelines:**

If the course to be deleted is a major requirement, a letter/memo explaining the department’s “transition plan” – how the students who are under catalogs where the course is required for their major will be accommodated.

If the course to be deleted is a general education course, the letter/memo must indicate whether or not the General Education Committee has been notified of the proposed course deletion and if they had any comment.

The memo must indicate the date that the change is to take effect, and the proposed date must be consistent with the guidance regarding deadlines as distributed by the Curriculum Committee.

### **Procedures:**

During the Fall of each academic year, the Deans’ Council will identify courses to be deleted from the Catalog and changes to course lab fees for approval by the District Board of Trustees. Course deletions are in compliance with FAC Rule 6A-10.0331, which requires deletion from the Catalog of any course not taught during the five years preceding the effective date of the next Catalog. Course deletions will be submitted to the Curriculum Committee prior to submission to the District Board of Trustees. Course lab fees are established in accordance with FAC Rule 6A-14.054 (6), which authorizes the District Board of Trustees to establish fees in addition to tuition fees for courses and other instructional services that incur unusual costs, based upon the estimated unusual cost. Any course which is slated for deletion in accordance with the above, but which the College feels should be retained as a course offering for some extraordinary reason(s), may be retained in the next Catalog, providing such action will be by recommendation of the Curriculum Committee and the approval of the Vice President, Academic Affairs.