



Office of the Provost and Vice President, Academic Affairs

FROM: Dr. Denis G. Wright, Provost and Vice President, Academic Affairs

TO: Curriculum Committee

CC: Christie Logan, Curriculum and Catalog Systems Officer
Garnett Salmon, Registrar

DATE: September 9, 2015

RE: Course Deletion, 5-year rule

According to Florida Statute, 6A-10.0331 *Deletion of Courses from Catalogs and Statewide Course Number System*:

1) Each university and each community college shall adopt, as part of the procedure for the preparation of its institutional catalog, a rule to ensure that courses which have not been taught for five (5) years, or less if desired, are deleted from the catalog. Each institution shall also notify the Office of the Statewide Course Numbering System to delete these courses.

(2) Courses not taught in the preceding five (5) years or less in keeping with institutional requirements, that an institution wishes to continue shall be reviewed in the same manner that the institution reviews courses which are proposed for addition to the catalog and statewide course numbering system. A course may be continued in the catalog if the institution plans to offer it during the next five (5) years.

(3) The president of each university and the president of each community college shall annually certify to the board of trustees for that university or college that the institution has complied with Section 1007.24, F.S.

Effective Fall 2015, these courses will be removed from the FSW course inventory:

ENC	3310	EXPOSITORY WRITING
IDS	3355	PROBLEM SOLVING CRITICAL THINK
MNA	2300	PERSONNEL ADMINISTRATION
MNA	2345	SUPERVISION

In addition, the faculty of the School of Business and Technology must submit a curriculum proposal effective Fall 2015 to keep this course in the FSW course inventory:

MKA	1161	INTRO TO CUSTOMER SERVICE
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