

## College Operating Procedures (COP)



**Procedure Title:** Course Deletions – “5-Year Rule”

**Procedure Number:** 03-0605

**Originating Department:** 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; 02/15/18;02/14/2025

**Purpose Statement:** Describes the processes for regularly scheduled course review.

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**Guidelines:**

All FSW courses will be regularly reviewed to ensure curricular currency and program relevance.

**Procedures:**

During the Fall of each academic year, the Academic Deans will identify courses to be deleted from the Catalog. 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 by the Office of Collegewide Curriculum and Academic Enhancement as an information item prior to submission to the District Board of Trustees. The College’s SCNS Coordinator will notify the Office of the Statewide Course Numbering System to delete these courses.

Any course which is slated for deletion in accordance with the above, but which the College feels should be retained as a course offering may be retained in the next Catalog, providing faculty submit a proposal that is supported by the Curriculum Committee and approved by the Vice President of Academic Affairs.