





## **Annual Course Review Process**

**(Approved by Faculty Senate February 24, 2020)**

Pursuant to Florida Statute 1007.24, section 8, the Registrar's Office will initiate the annual review of courses that have not been taught in the preceding five years. These courses will be submitted during the first week of September to the department chairs/school directors for review with their faculty. The Florida Statewide Course Numbering System (SCNS) Handbook stipulates that "Courses that have not been taught for five years and are not anticipated to be offered must be discontinued from the institution's course catalog and from the SCNS". Each department/school will review the roster of classes and will recommend for discontinuation those courses that have not been taught in five years and are not anticipated to be taught within the next three years. The deadline for the department/school review and response to the Registrar's Office is December 1<sup>st</sup>. Failure of the department/school to respond by December 1, will result in the department/school's roster of classes to be moved forward for discontinuation.

The Registrar's Office will compile the information and will present the list of courses to be discontinued to the University Undergraduate Programs Committee and University Graduate Program Committee, as appropriate, in early January. The process for course review will follow through to the full Faculty Senate.

The Registrar's Office will track those courses that have been identified by the department/school as anticipated to be taught within three years. These courses will be identified in subsequent Annual Course Review reports. Courses that have not been taught in five years and the subsequent three years will be identified for discontinuation. The department/school will be able to provide justification for the retention of said courses. The justifications will be reviewed by the appropriate university-wide curriculum committee. If approved for continuation, the courses will be subject to discontinuation within the next three years if not taught.

Departments that wish to reactivate a discontinued course must submit the course through the standard faculty review process.

- If approved and the course has no changes (such as title, course description, prerequisites, corequisites, credit hours, etc.), the Registrar's Office will submit for reactivation with the SCNS. Upon the SCNS's reactivation (approximately two weeks from notification), the Registrar's Office will reactivate the course and will inform the department chair/school director.
- If a course is being reactivated and has changes (such as title, course description, prerequisites, corequisites, credit hours, etc.), the Registrar's Office will submit to the SCNS. The SCNS review will be dependent upon the significance of the changes. A significant change could result in a new course Subject and Number. Upon the SCNS approval, the Registrar's Office will reactivate the course and will inform the department chair/school director.