



**Number:** USF3.017  
**Title:** Deletion of Courses from Catalogs and Common Course Designation and Numbering System  
**Responsible Office:** Academic Affairs

**Date of Origin:** 6-12-88

**Date Last Amended:** 9-23-21 (technical)

**Date Last Reviewed:** 9-23-21

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**I. PURPOSE & INTENT**

As required by [Florida Statute Section 1007.24](#) (Statewide course numbering system), the University of South Florida (USF) will conduct an annual review as part of the procedure for the preparation of current USF's course offerings in accordance with [USF Regulation 3.038](#) to be included in the undergraduate and graduate catalogs.

**II. STATEMENT OF REGULATION**

The University will ensure the deletion of courses which have not been taught for the preceding five years (or less if desired) and which are not expected to be offered within the next five years. Any courses which have not been taught in the preceding five years which USF wishes to continue shall be reviewed in the same manner as courses which are proposed for addition to the catalogs and the Statewide Course Numbering System. A course may be continued if USF determines there was reasonable cause for the course not to have been offered and there is an expectation that it will be offered again within the following five years. Courses not taught for ten consecutive years will be deleted regardless of expectation.

**III. PROCESS**

- A.** The course review process will be conducted by the Office of Undergraduate Studies (UGS) (undergraduate courses) and the Office of Graduate Studies (OGS) (graduate courses) with the respective Undergraduate or Graduate Council approving the courses for termination or continuation. The review will be conducted on a yearly basis and before the start of the new academic term.
- B.** UGS and OGS will identify the courses to be deleted, ensure the courses are removed from the appropriate catalogs, and prepare a report to be referred to as the "Course Update Report "(CUR) with the date of the appropriate academic year.
- C.** After completion, the Course Update Report (CUR) will be posted in the respective

Council agendas and minutes and the UGS and OGS will forward the CUR to the University Registrar.

- D.** The University Registrar will discontinue courses in the Student Information System and UGS and OGS will discontinue the respective courses in the Statewide Course Numbering System (SCNS).

*Authority: Art. IX, Sec. 7, Fla. Constitution. Fla. Board of Governors Regulations: 1.001, BOG Adopted BOE Rule 6A-10.0331, Section 1007.24, F. S. History-New 6-12-88, Formerly 6C4-3.017, F.A.C,*

*Amended 11-10-10, 9-23-21(technical).*

*Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.*

*Consolidation Amendments Effective: 7-1-20.*