

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Inactivation of Existing College Credit or Vocational Credit Courses	<u>Number</u> 218
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

Either lack of student demand or changes to programs of study occasionally negate the need for Pensacola State College to continue to offer a particular course. The inactivation of such courses needs to be coordinated and communicated across the district.

**II. Procedure**

- A. The request to inactivate a course usually originates either because of an administrative review of course enrollments, or revisions to a program of study or program review. In any case it is usually the department head who initiates the form.
- B. The department head will notify all full-time district faculty and administrators who have taught the course on a regular basis as well as any other department head or program coordinator who may be affected by the inactivation of the course. The purpose of the notification will be to ensure that the full impact of eliminating the course is understood.
- C. After allowing time to consider comments, the department head will complete the appropriate parts of the Course/Program Action Form and forward it to the campus provost. Attached to the form will be a copy of the current district course syllabus.
- D. The appropriate dean will ensure that the proposal has received district-wide review and then, if in agreement, recommend approval and return the proposal to the department head.
- E. The department head will submit the form, with the district course syllabus attached, to the Dean, Baccalaureate Studies and Academic Support.
- F. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled Content Review Committee meeting. The department head may be asked to attend the Content Review meeting to answer questions about the proposal.
- G. After the Content Review meeting the department head will make any necessary changes to the form and submit an original proposal to the Dean, Baccalaureate Studies and Academic Support.

- H. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled meeting of the Curriculum Council and will include a copy of the proposal with the materials distributed, prior to the meeting, to the members of the Curriculum Council.
  
- I. The Curriculum Council will consider the proposal and will take one of the following actions:
  - 1. recommend approval of the proposal;
  - 2. reject the proposal; or
  - 3. table the proposal pending additional information.
  
- J. Once the Curriculum Council takes action on the proposal, the Dean, Baccalaureate Studies and Academic Support, will transmit the committee recommendation to the Vice President, Academic and Student Affairs, for review and approval.
  
- K. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for processing and filing.
  
- L. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision and, if the recommendation was approved, will instruct the appropriate staff to take the necessary steps to inactivate the course at the College and have it deleted from the Statewide Course Numbering System list for the College, as necessary.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 8/24/2023

