

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**NAME OF UNIT/DEPARTMENT**  
**SIP-3170**

**SUBJECT:** Deleting Courses from the Curriculum

**REFERENCE:** None

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** December 9, 2008

**REVIEWED:** August 6, 2008

**SECTION 1. PURPOSE**

1.1 To establish procedure for deleting courses from the curriculum.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All academic employees.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. PROCEDURE**

4.1 Courses may be deleted from the curriculum only through the process outlined in this policy.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 It shall be the responsibility of the Academic Affairs Committee to review periodically the College's curriculum to identify courses which have not been offered frequently, or have been offered but have been canceled for lack of enrollment, or for other legitimate reasons.

7.2 The following steps are required for deleting a course:

7.2.1 If, for any reason, it is desired to delete a course from the College's curriculum, the existing course syllabus and a complete Course Request Form must be completed and presented to the Academic Affairs Committee.

- 7.2.2 If the request is approved by the Academic Affairs Committee, a recommendation is sent to the College Council, who then forwards its recommendation on to the President of the College, who shall approve or disapprove the request.

## **SECTION 8. CANCELLATION**

- 8.1 SCP-3170, Deleting Courses from the Curriculum.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** December 2008 — The policy SCP-3170 was rescinded by the Board of Governors to become a unit procedure on December 9, 2008.