

**CCP 1020 SUNSETTING COURSES**

At the beginning of the fall semester, a list of courses that have not been scheduled to be offered in the last three or more years will be sent to the relevant Divisions, informing the department faculty and their Deans that their courses will be reviewed by the Curriculum Committee for deactivation effective the following fall term.

A course not offered in the last three or more academic years may avoid deactivation (exemption) by faculty submitting a justification for not deactivating a course to the Curriculum Chair. The justification should address:

1. When the course was last offered.
2. Why the course currently isn't being offered.
3. When the course is expected to be put on schedule.
4. Whether there have been any attempts to put the course schedule in the past six years.
5. Why the course should not be deactivated.

Exemptions are initially reviewed by the Curriculum Chair in consultation with the course discipline faculty coordinator, the Division Dean, and the VP of Academic Services. Any courses granted exemptions require approval by the Curriculum Committee before the end of the academic year.

Independent Study courses are not subject to this policy.

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**Adopted:** November 1, 2018; Revised September 30, 2024, October 6, 2025

