CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs/Student Services

ISSUED BY: District Student Policy Manual

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

REVIEWED: 2012

ISSUERS SIGNATURE: ON FILE

SUBJECT: Sunset Policy and Procedures

POLICY:

The City Colleges of Chicago periodically reviews its academic programs and services to ensure excellence in the delivery of instruction and services. Such reviews may result in the termination of certain academic programs.

The purpose of the CCC "Sunset Policy" is to ensure a fair and consistent process for sunsetting programs across the District and a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB). Such programs slated for discontinuation must adhere to the following policy and procedures to ensure proper completion of the program for currently enrolled students.

1. When a college discontinues offering an approved program to new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules of the ICCB, Section 1501.302, f, p. 27).

2. The college(s) will announce the pending closure of the program and the date of discontinuation (reported to ICCB as either inactive or withdrawn*) through all means available, such as campus postings, notification in class schedules, and the college’s website. The reported ICCB date will also be known as the "sunset date" for purposes of the Sunset Policy.*

3. The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:
   a. Notify the students of the actions in items 1 & 2 above by CCC email, certified mail, or if necessary, by phone;
   b. Will require the student** to consult with an Academic Advisor to design an educational plan in order to complete coursework prior to the program's discontinuation.
4. College Advisors will:
   a. Design an educational program of study that is consistent with the date of the program's discontinuation reported to ICCB* in order to facilitate the student's successful completion of all required courses and completion of all program requirements;
   b. Identify specific courses that will meet the student's graduation requirements;
   c. Identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.

5. A document, Memorandum of Understanding (MOU), signed by both the student and the Academic Advisor will be completed that explicitly states the specific courses the student must complete and the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit. A copy of the MOU should be provided to the student and the Registrar, and retained by the Academic Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).

6. Students who are unable to complete the agreed upon program of study prior to the sunset date should be advised to pursue:
   a. Enrollment in another program based or the coursework for which they have completed and credit earned;
   b. Transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;
   c. Transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.

*The inactivation or withdrawal date reported to ICCB will serve as the "sunset date." It is the date selected by the college(s) which complies with ICCB Administrative Rules which states as follows: "...the College must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled." (REF: Administrative Rules of the ICCB, Section 1501.302, g) 4), p. 29).

**Other than attempting notification by CCC email or mail or phone, college(s) has (have) no further obligation to inactive students or students who fail to respond to the notification and a direction to meet with an Academic Advisor.