

Las Positas College  
Curriculum Committee  
Sunset Policy and Procedure

Las Positas College has undertaken an effort to cleanup curriculum and the course catalog to better serve our students and to comply with the ACCJC and the Academic Senate for California Community Colleges (ASCCC) to ensure students “receive clear and accurate information about educational courses and programs.” A key step in this cleanup process is to remove courses from the catalog that the college no longer offers. Title 5 §55003 requires course outlines of record (CORs) be revised every six years. CORs that are out of compliance jeopardize transfer, articulation, and licensing requirements. Therefore, CORs that have not been revised in six or more years, have not been offered on schedule in the last three calendar years, and have not been successfully offered in the last six calendar years will be subject to the following sunset policy:

- A list of CORs that are six years old or more (out-of-compliance), courses that have not been scheduled to be offered in the last three calendar years, and courses that have not been successfully offered in the last six calendar years will be published as an informational item on the first fall semester Curriculum Committee meeting agenda, putting department faculty on notice that the course has been placed on the sunset list. The date the course was last offered will also be included on the agenda. Courses that have not been offered in the last three calendar years will also be published on the sunset list and follow the same procedure as out-of-compliance CORs.
- These out-of-compliance courses may be offered the subsequent spring semester to allow students to complete any relevant awards.
- During the subsequent academic year, these out-of-compliance courses will become inactive and cannot be offered.
- A list of the inactivated courses will be published as an informational on the last Curriculum Committee agenda of the fall semester. The Curriculum Chair, in collaboration with Academic Services, will create and forward the inactivation proposals in CurricUNET and the courses will be removed from the catalog.

To avoid inactivation, any course that is identified as out-of-compliance must be successfully revised by the end of the fall semester.

#### EXEMPTIONS

Exemptions may be granted to courses not schedule to be offered in the last three calendar years, or successfully offered in the last six calendar years, if a written justification is submitted to the Curriculum Chair for placement on a future Curriculum Committee meeting agenda, requesting approval of the exemption request. The request will be reviewed and voted on by the Curriculum Committee.