**GUIDELINES FOR PERMANENT APPROVAL OR**

**DISCONTINUATION OF PROGRAMS WITH TEMPORARY APPROVAL**

1. Permanent program approval for programs with temporary approval will be considered, due no later than September 1st during the year temporary approval expires. Colleges may, however submit their request for permanent approval at any time. At such time, the college will be asked to indicate whether it will 1) seek permanent approval for the program, or 2) discontinue the program.
2. If permanent approval is sought, the college will be asked to provide a completed Form 20P(add). ICCB staff will review the application and make a recommendation to both the ICCB and, when appropriate, the IBHE for permanent approval.
3. If permanent approval is not recommended for a program, ICCB staff will work with college staff to (1) provide a plan for improvement and timeline for a follow-up permanent approval request or (2) direct the college to implement the alternatives for students that were included in the request for temporary approval and to close the program as soon as those alternatives will allow.
4. If the college does not wish to seek permanent approval for the program, it will be asked to provide a completed Form 20P(discontinue) including a rationale for the decision and specific information about the alternatives available to students currently enrolled in the program.

**Application:** Complete the Form 20P (add) or Form 20P (discontinue) as indicated. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

**Application Submission:** **The curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) to ICCB staff.**

**Please send both copies to:**

Tricia Broughton, Associate Director for Academic Affairs

Illinois Community College Board

401 East Capitol Avenue

Springfield, IL 62701

tricia.broughton@illinois.gov

Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Pertinent information is also contained in the [Administrative Rules](https://www.iccb.org/iccb/wp-content/pdfs/manuals/ICCB_SystemRules_Manual.pdf) . Contact Tricia Broughton at tricia.broughton@illinois.gov with questions.

**Approval Notification.** Once approval by all appropriate Boards has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 20P (Add) cover page, a copy of the processed Form 22, and an approval letter from our Executive Director to the College President indicating the approval dates of both Boards. Approval documentation for the Form 20P (Discontinue) will include a copy of the dated Form 20P, and a copy of the processed Form 22. Questions regarding the status of this documentation should be directed to Tricia Broughton at tricia.broughton@illinois.gov .

Form 20P (discontinue)

**Illinois Community College Board**

### Notification of Intent to Discontinue a CTE Program with Temporary Approval

**Submit one hard copy & one electronic copy**

|  |  |  |  |
| --- | --- | --- | --- |
| **COLLEGE NAME:** |  | **5-DIGIT COLLEGE NUMBER:** |  |
| **CONTACT PERSON:** |  | **PHONE:** |  |
| **EMAIL:** |  | **FAX:** |  |
| **Program Title:** |  |
| **Curriculum Prefix and Number** |  |
| **Credit hours :** |  | **PCS/CIP code:** |  |

|  |
| --- |
| **VERIFICATION** |
| **It is the intent of the college to discontinue the above-named program** |
|  |
| *Required* - Chief Administrative Officer Signature  | *Date* |

**PLEASE ATTACH THE FOLLOWING ITEMS:**

1. **Rationale for Program Discontinuation:** Provide a brief rationale for the decision to discontinue the program and indicate the final academic term during which the college expects to offer the program.

2. **Alternatives for Students**: Indicate how many students are currently enrolled in the program and describe the alternatives they will be offered to ensure that they will be able to attain their educational goals.

3. **Information for Curriculum Master File**:

Completed Form 22 (in duplicate) to inactivate or withdraw the curriculum.

|  |
| --- |
| **ICCB USE ONLY:** |
| Reviewed By: | Date: |
| Accepted By: | Date: |

***Please note: Signature Box must remain on front page of Application Form.***