Course Identification (C-ID) Numbering System
Process for Archiving C-ID Descriptors

I. Overview
C-ID descriptors are reviewed by each discipline every five years. Descriptors and TMCs can also be reviewed out-of-cycle. When this review process indicates that a descriptor is not longer needed, the following process will be used to review the proposal for archiving.

II. Criteria for Consideration
A proposal for archiving a C-ID descriptor will be considered by the C-ID Advisory Committee when either of the following criteria are met:
- The five-year review process, as stated in policy, concludes with a written recommendation from the FDRG for archiving a descriptor.
- An out-of-cycle descriptor review, that includes a statewide review and comment period, results in a written recommendation from the FDRG for archiving a descriptor.

The written recommendation must then be submitted to and reviewed by the C-ID Curriculum Director who will review the recommendation and endorse or deny the recommendation after consultation with the discipline faculty and/or the Primary Reviewer.

III. Descriptor Archiving Process
When a Faculty Discipline Review Group (FDRG) has met the criteria for consideration of archiving a descriptor, the C-ID Curriculum Director will take the following steps:
- Present the recommendation to the C-ID Articulation Officers Subgroup.
- Work with AO Subgroup and the discipline Primary Reviewer to analyze the impact of the change.
- Develop a written report outlining the proposal and the potential impact on existing TMCs, ADTs, and C-ID processes.
- Submit a final recommendation to the C-ID Advisory Committee.