



## **CTC Procedure: Program Approval and Termination**

State policies and procedures will be followed for program approvals and terminations. Columbus Technical College (CTC) shall base the approval and or termination of programs on enrollment figures, needs assessments, and the college's program capacity.

Prior to developing a concept proposal, the Vice President for Academic Affairs conducts analysis of a variety of factors including alignment with CTC's mission of providing workforce education and training in the service area, CTC's capacity to offer the program, curriculum, facility and equipment requirements, enrollment projections, and job placement opportunities.

After a thorough analysis has been conducted and concept proposal developed, the Vice President for Academic Affairs provides leadership throughout the approval, expansion, or termination process.

### **New Program Approval Process**

1. Obtain concept approval from the President's Leadership Team, if applicable
2. Obtain input from Advisory Committee, if applicable
3. Obtain President approval
4. Enter new program data into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS) and submit to TCSG
5. Obtain TCSG State Board approval
6. Obtain SACSCOC approval through the Office of Institutional Effectiveness
7. Obtain program accreditation approval, if applicable
8. Submit Substantive Change Form to SACSCOC, if applicable.

### **Program Expansion Process**

1. Obtain concept approval from the President, if applicable
2. Obtain input from Advisory Committee
3. Obtain President approval
4. Enter new program data into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS) and submit to TCSG
5. Obtain TCSG approval
6. Obtain SACSCOC approval through the Office of Institutional Effectiveness
7. Obtain program accreditation approval if applicable

## **Program Termination Process**

1. Obtain concept approval from the President, if applicable
2. Develop a Teach Out Plan
3. Obtain input from Advisory Committee, if applicable.
4. Obtain President approval
5. Obtain Local Board approval
6. Obtain TCSG State Board approval
7. Obtain SACSCOC approval/notification through the Office of Institutional Effectiveness
8. Submit program termination notification to program accreditation agency if applicable

Approved: LBoD: 2-14

Responsible: Vice President Academic Affairs

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