



CTC Procedure: Program Approval and Termination

This procedure describes the approval processes that are in place when adding, expanding, or removing a program from the scope of the Columbus Technical College's (CTC) program offerings. The approval, expansion, and termination of programs at CTC is based on program enrollment, needs assessments, and the College's program capacity. The Vice President of Academic Affairs leads the process to determine if programs (current and proposed) are in alignment with CTC's mission of workforce development and student success throughout the six-county region of the Chattahoochee Valley.

New Program Approval Process

1. Obtain concept approval from the President's Leadership Team, if applicable.
2. Obtain review and input from the Academic Council.
3. Obtain input from external members of business and industry or an existing Program Advisory Committee.
4. Obtain approval from PLT to submit the New Program Approval for approval from the State Board of the Technical College System Georgia (State Board), the College's Governing Board.
5. Enter new program data into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS) and submit to TCSG.
6. Obtain State Board approval.
7. Obtain SACSCOC approval through the Office of Institutional Effectiveness.
8. Obtain program accreditation approval, if applicable.
9. Submit Catalog Changes, create a Program Progress Sheet, and update all College-related materials to reflect the addition of the new program.

Program Expansion Process

1. Obtain concept approval from the President's Leadership Team, if applicable.
2. Obtain review and input from the Academic Council.
3. Obtain input from an existing Program Advisory Committee.
4. Obtain approval from PLT to submit the New Program Approval for approval from the State Board.
5. Enter new program data into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS) and submit to TCSG.
6. Obtain State Board approval.
7. Obtain SACSCOC approval through the Office of Institutional Effectiveness.
8. Obtain program accreditation approval, if applicable.
9. Submit Catalog Changes, update the Program Progress Sheet, and update all College-related materials to reflect the expansion of the program.

Program Termination Process

1. Submit program termination to the President's Leadership Team.
2. Obtain review and input from the Academic Council.
3. Develop a Teach Out Plan.
4. Submit a program termination request and Teach Out Plan to the State Board for approval.
5. Submit a Program Closure to SACSCOC.
6. Submit program termination notification to the program accreditation agency, if applicable.
7. Remove the program from the Catalog, the website, and update all College-related materials to reflect the removal of the program.

Responsible: Vice President Academic Affairs

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