

SRTC Procedure: Program Approval and Termination

The approval and/or termination of programs shall be based on budgetary consideration, enrollment figures, and needs assessments. State policies and procedures will be followed for all program approvals and terminations. The Vice President for Academic Affairs provides leadership for the following list of activities that must be accomplished before a program can be approved or terminated at Southern Regional Technical College.

New Program Approval Process:

1. Obtain concept approval from President's Leadership Cabinet (PLC) if applicable;
2. Obtain new program review and input from the Academic Affairs Committee and Faculty Senate;
3. Obtain PLC approval to add a new program of study;
4. Obtain Local Board recommendation to submit a new program of study for approval to the State Board of the Technical College System of Georgia (State Board);
5. Enter new program data into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS);
6. Obtain State Board approval of the new program;
7. Obtain Financial Aid authority approval;
8. Obtain Workforce Innovation and Opportunity Act (WIOA) approval, if necessary;
9. Obtain SACSCOC approval for a new Technical Certificate of Credit, Diploma, and Associate Degree; and
10. Obtain program accreditation approval if applicable.

Process for Expansion of Existing Programs to a New Site:

1. Obtain concept approval from President's Leadership Cabinet (PLC) if applicable;
2. Obtain review and input from Academic Affairs Committee and Faculty Senate;
3. Obtain PLC approval;
4. Obtain Local Board recommendation to submit the expansion of an existing program to a new site for approval to the State Board;
5. Enter new program data into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS);
6. Obtain SACSCOC approval as required; and
7. Obtain program accreditation approval if applicable.

Termination Process:

1. Obtain concept approval from PLC if applicable;
2. Obtain review and input from the Academic Affairs Committee and Faculty Senate;
3. Obtain PLC approval to terminate a program;
4. Obtain Local Board recommendation to submit a program for termination for approval to the State Board;
5. Obtain State Board approval and submit Teach-out Plan developed by the Vice President for Academic Affairs;
6. Submit a letter of notification and Teach-out Plan to SACSCOC; and
7. Submit program termination notification to the program accreditation agency if applicable.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SBTCSG Policy 5.1.9: Program Approval and Terminations](#)

[TCSG Procedure 5.1.9p: Program Approval and Terminations](#)

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