

# Procedure: 5.1.9p. (IV.R)

## Program Approval and Termination

**Revised:** November 15, 2016; August 12, 2004

**Last Reviewed:** November 15, 2016

**Adopted:** May 4, 1989



### I. PURPOSE:

A technical college must be approved by the State Board to offer any instructional program leading to a technical certificate of credit, a diploma, or a degree. The termination of authority to offer a program must be approved by the State Board. The Commissioner shall develop appropriate procedures for the implementation of this policy.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

State Board POLICY: 5.1.9. Program Approval and Termination

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS: n/a

### V. ATTACHMENTS: n/a

### VI. PROCEDURE:

The college is responsible for obtaining approval of applicable accrediting agencies for new programs. All new program requests and terminations are approved by TCSG State Board.

#### New Program Request and Approval

A technical college must conduct industry analysis to determine employment needs both locally and regionally, balanced against cost of the program, facilities and resources needed. The college supplies projected enrollment for first three years based on most recent labor market analysis of industry growth and need. Authorized college personnel must submit a New Program Request to the TCSG Division of Academic Affairs for review. Upon final review, the new program request is submitted to TCSG State Board for approval.

#### Program Termination

A technical college may request to terminate programs utilizing two different methods. The first method of terminating programs is based on having no enrollment and no awards for six

consecutive terms. Programs which meet these two criteria appear in Program Management in the Programs Termination (Purge) report each fall. The second method of terminating a program is to actively select it from the current program offering.

Authorized college personnel must submit a Program Termination Request to the TCSG Division of Academic Affairs for review. Upon final review, the program termination request is submitted to TCSG State Board for approval.

**VII. RECORD RETENTION:** n/a