

CPTC Procedure: Program Approval and Termination

Coastal Pines Technical College (CPTC) complies with the Technical College System of Georgia (TCGS) State Board Policy 5.1.9. Program Approval and Termination when proposing a new program or the termination of a current program.

The approval or termination of a program shall be based on enrollment figures, needs assessments, and the College's capacity to offer the program. The recommendation for program approval or termination follows established internal governance channels and established processes.

Before developing a concept proposal, the Vice President for Academic Affairs shall conduct an analysis of factors including alignment with CPTC's mission, program offerings of other higher education institutions in close proximity to the College to determine the feasibility of offering the program, CPTC's capacity to offer the program, 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 shall provide leadership throughout the approval, or termination process.

New Program Approval Process

1. Obtain approval from the Cabinet
2. Obtain approval from the College Council
3. Obtain Local Board approval
4. Enter new program data into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS) and submit to TCSG staff*
5. Obtain TCSG State Board approval of new program*
6. Notify Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and obtain approval if applicable*
7. Obtain program accreditation approval if applicable

***Processes may occur simultaneously.**

Program Termination Process

1. Obtain approval from the Cabinet
2. Obtain approval from the College Council
3. Prepare Teach-out Plan for currently enrolled students
4. Submit required termination information to TCSG*
5. Obtain TCSG State Board approval of program termination*
6. Obtain Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approval of program termination and submit required documentation*
7. Submit program termination notification to program accreditation agency if applicable

***Processes may occur simultaneously.**

Proposed program concepts typically originate from a faculty member; however, in some cases, can originate from an advisory committee, a representative from business, industry, or an individual within the community.

Responsibility

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

Adopted: April 28, 2014

Revised: June 29, 2021