



Policy Source: Combination of Gwinnett Tech and TCSG	Owner: Vice President of Academic Affairs	Effective: 06/2024
Division: Academic Affairs	Reviewed Date:	Revised Date: 06/2024

### **5.1.9p GT TCSG Procedure: Program Discontinuation**

Gwinnett Tech follows the Technical College System of Georgia State Board's (TCSGSB) Program Approval and Termination policy (5.1.9; <https://tcsge.edu/tcsgpolicy/files/5.1.9.pdf>) and procedure (5.1.9p; <https://tcsge.edu/tcsgpolicy/files/5.1.9p.pdf>), which can be found in the Academic Affairs section of the State Board Policies and TCSG Procedures Manual.

In accordance with the TCSGSG policy (5.1.9) and procedure (5.1.9p), Gwinnett Tech will seek the TCSGSG's approval prior terminating any instructional program leading to a technical certificate of credit, a diploma, or a degree.

#### **Program Closure and Termination**

Gwinnett Tech requires the local evaluation and approval of program closure requests prior to seeking TCSGSG approval for program termination (if applicable). *Closure* is defined as "closed to admission or entry, not the cessation of instruction". The closure date is when students can no longer be admitted.

Closure can include ending a program offering at all current locations and/or all of its methods of delivery. Closure can also involve ending a student's completion option at a specific location and/or through a specific method of delivery. Therefore, program closure approval is required if a program closes at one location but continues to be offered at other locations. Similarly, approval is required if a program closes a method of delivery but continues to be offered by other methods of delivery.

#### **Procedure**

Program directors with the support and approval of their Dean are permitted to submit a program closure form for consideration by the College's leadership. Local evaluation will commence upon the completion of the following steps:

1. Perform an assessment of how the program(s) are not meeting the mission of the College. The assessment should consider the past and future performance of the program(s), the operating costs, how well it is meeting workforce demands in the service delivery area, and the success of the program graduates as outlined in *5.1.9 GT TCSG Policy on Program Discontinuation*.

2. Obtain the support and approval of the division dean to pursue the termination/closure of a program.
3. Submit an electronic Program Closure Request form (5.1.9F).
4. Submissions will be evaluated by the Vice-President of Academic Affairs, the Vice-President of Student Affairs, the Vice-President of Administrative Services, and the College President.
5. Once approved by college leadership, the Director of Compliance and Assessment will evaluate to determine whether or not the closure is a substantive change.
6. If the closure is a substantive change, then the SACSCOC Liaison will seek approval from its regional accreditor.
7. Once approved by SACSCOC, the Director of Compliance and Assessment will submit the necessary documentation to TCSG for consideration and approval by the TCSGSB.
8. Upon TCSG approval, the process will move through a variety of departments (e.g., Recruitment, One-Stop, Admissions, Academic Affairs, etc.) to ensure various tasks are completed to support the program(s)' closure.
9. Once all tasks are completed, then additional departments will be sent a notification that the program closure had been fully approved and updated in the College's course catalog, Banner student database, and Target X. Each department will be required to sign the electronic form as acknowledgement to ensure proper communication has been completed.