



TITLE: Development, Revision, and Review of Academic Programs

PROCEDURE NUMBER: 3-1-1010.1

RELATED POLICY AND PROCEDURES:

- 3-1-1010 Development, Revision, and Review of Academic Programs
- 3-1-101 SBTCE Policy Structure of Associate Degree, Diploma, and Certificate Programs
- 3-1-101.1 SBTCE Procedure Structure of Associate Degree, Diploma, and Certificate Programs
- 3-1-301 SBTCE Policy Instructional Program Evaluation
- 3-1-301.1 SBTCE Procedure Instructional Program Evaluation
- 3-1-401 SCTCE Policy Instructional Program Advisory Committees
- 3-1-502 SCTCE Policy Approval for Cancelled Curriculum
- 3-1-502.1 SBTCE Procedure Approval for Cancelled Curriculum

DIVISION OF RESPONSIBILITY: Academic Affairs

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Date of Last Review

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Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs and the Associate Vice President for Institutional Effectiveness and Compliance in conjunction with the Academic Deans to review and revise this procedure.

A. Procedural Responsibilities

The maintenance of the development, review, and revision of academic programs is a shared responsibility of the Vice President for Academic Affairs, Division Deans, Department Heads/Academic Program Directors and faculty.

B. Curriculum Development and Revision Process

Proposals to add, change, or terminate an academic program must advance through the processes described below. At every step in the process, the Academic Affairs Office will determine if the proposed addition/change/termination is appropriate and supportive of the mission, vision, and goals of the College and determine if the proposed change continues to the next step in the approval in the process. Academic program faculty may reconsider and revise unapproved curriculum changes and resubmit during the next cycle.

1. Process for proposed curriculum changes

- a. Faculty, Academic Program Directors/Department Heads, and Advisory Board members collaborate and research possible curriculum changes. Program advisory committees should review proposed changes for alignment with program accreditation standards if warranted and approve proposed changes. Faculty completes the [Proposal to Add, Change, or Terminate \(PACT\) form](#) and submits to the Academic Affairs office for consideration and approval to present to the curriculum committee.
- b. Additions or changes that include the request for use of online/hybrid course delivery modalities require:
 - i. Faculty completes the [Proposal to Add, Change, or Terminate \(PACT\) form](#) and submits to the Academic Affairs office for consideration and approval to present to the curriculum committee.
 - ii. Faculty request and obtain a course shell for the modality change in the learning management system.
 - iii. Using the course shell, faculty develop the course and submit to the Online Education Steering Committee for feedback.
 - iv. The Online Education Steering Committee uses the [Online/Hybrid Course Quality Standards Rubric](#) to review and submit written feedback on the course design to the faculty and their supervisor.
 - v. The Supervisor reviews the feedback with the faculty who then use the feedback to improve the course design before the course is taught.
 - vi. Once the course has been approved by the Online Education Steering Committee, the committee chair notifies the faculty member, supervisor, and Curriculum Committee chair.
- c. The faculty, Dean, or designee presents the proposal to the Curriculum Committee.

The Chair of the Curriculum Committee presents approved curriculum changes to the Vice President for Academic Affairs for final approval.

- d. If the changes include a program addition or termination, the Vice President for Academic Affairs or designee presents the approved curriculum changes to the President and Area Commission for final approval.

2. Changes to an existing program

After completing the process for proposed curriculum changes outlined above, the Vice President for Academic Affairs submits the following types of program changes to the South Carolina Technical College System (SCTCS);

- a. Revisions to existing majors where 50 percent or more of the total credit hours for the major changes the Classification of Instructional Program (CIP) code.
- b. PTC follows SACSCOC guidelines for substantive change, as identified in the procedures listed in the Substantive Change for SACSCOC Accredited Institutions.

3. Addition of new courses and/or programs

a. New Courses

When curriculum changes include requests for courses not currently included in the PTC Academic Catalog, faculty should:

- i. Review and select the new course from the SCTCS Catalog of Approved Courses (CAC).
- ii. If an appropriate course is not available in the CAC, the faculty member must provide the course prefix and number and a course description to the Vice President for Academic Affairs who will request that the SCTCS approve the course and its addition to the CAC.

b. New Certificate Programs

After completing the process for proposed curriculum changes (PACT) and upon approval by the PTC Area Commission, the Vice President for Academic Affairs takes the following steps:

- i. Report new certificate programs to the South Carolina Technical College System for assignment of the Higher Education General Information Survey (HEGIS) and Classification of Instructional Program (CIP) codes.
- ii. New programs substantially different from current offering at the institution are submitted by the SACSCOC Liaison to SACSCOC for approval following

substantive change policy and reporting deadlines.

- iii. The Office of Academic Affairs works with the Director of Financial Aid to submit changes to the Department of Education to add the new certificate to the Program Participation Agreement (PPA).
- iv. The Office of Academic Affairs, faculty, division dean, or designee meets with the Curriculum Implementation Team and oversees the completion of the [New Curriculum Implementation](#) form.

C. New Diploma and Associate Degree Programs

The process for developing new diploma and associate degree programs is outlined within the SCTCS Curriculum Instruction Manual. The Vice President for Academic Affairs or designee will follow all required internal and external procedures to ensure compliance with SACSCOC, SBTCE policies (SBTCE Policy 3-1-101 and Procedure 3-1-101.1), and federal regulations. Internally, the procedures for development, review, and approval are as follows:

- a. Internal Proposal Development and Review
 - i. The lead faculty member, in collaboration with the Division Dean, conducts preliminary research and justification for the new program. This includes labor market analysis, enrollment projections, alignment with regional workforce needs, resource requirements, and potential impact on existing programs. They may contact the Office of Academic Affairs for guidance.
 - ii. The lead faculty and Dean, in collaboration with the Office of Academic Affairs, develop the full new program proposal required by the South Carolina Technical College System (SCTCS).
 - iii. The proposal includes curriculum structure, course descriptions, faculty credentialing needs, equipment and facility requirements, budget projections, accreditation considerations, implementation timelines, and employer needs survey documents.
 - iv. The completed program proposal is reviewed through the college's internal governance process, including approval by the Curriculum Committee and a final approval by the Vice President for Academic Affairs.
- b. Area Commission Approval and Submission to External Agencies
 - i. Once the internal review is complete, the new program proposal is submitted to the PTC Area Commission for approval.
 - ii. Following Area Commission approval, the Vice President for Academic Affairs submits the new program proposal to SCTCS for system-level review and submission to SBTCE for approval. If SBTCE does not approve the proposal summary after necessary edits have been made, the process ends here.

- iii. If the program is a transfer program, the Vice President for Academic Affairs and SCTCS forward the proposal to the South Carolina Commission on Higher Education (CHE) for approval, as required for associate degree programs designed to transfer to senior institutions.
- c. SACSCOC Substantive Change Submission
- i. After receiving approval from SCTCS and, when applicable, CHE, the Office of Academic Affairs and the SACSCOC Liaison determine whether the new diploma or associate degree program constitutes a substantive change under SACSCOC policy.
 - ii. If a substantive change is required, the SACSCOC Liaison prepares and submits the necessary documentation, which may include a prospectus or notification letter, in accordance with SACSCOC reporting timelines.
 - iii. The program may not begin enrollment or implementation until SACSCOC has granted approval or acknowledged receipt in alignment with policy requirements.
- d. Financial Aid Eligibility and Federal Compliance
- i. Upon acceptance of the new diploma or associate degree program by SACSCOC, the Office of Academic Affairs collaborates with the Director of Financial Aid to update the institution's Program Participation Agreement (PPA) with the U.S. Department of Education.
 - ii. The new program is added to federal financial aid systems to ensure students can receive appropriate Title IV funding.
 - iii. Any additional federal or state reporting requirements related to program eligibility, gainful employment disclosures (as applicable), or student consumer information are completed at this stage.
- e. Implementation Planning and Launch
- i. The Office of Academic Affairs, faculty, Dean, or designee meets with the Curriculum Implementation Team to initiate planning for program rollout.
 - ii. The team oversees the completion of the New Program Implementation Form, addressing key components such as: Curriculum sequencing and scheduling, Faculty hiring and credentialing, Classroom, laboratory, and equipment needs, Marketing strategies, admissions and advising materials, Catalog and website updates, and Assessment and evaluation planning.
 - iii. The Curriculum Implementation Team monitors progress through launch to ensure the program is ready for enrollment and meets all accreditation, state, and federal requirements prior to the first term of operation.
- f. Ongoing Monitoring and Reporting
- i. Once implemented, the program is monitored for enrollment, student success, faculty needs, accreditation requirements, and alignment with workforce expectations.
 - ii. Any required updates to SBTCE, SACSCOC, CHE, or federal agencies are carried out by the Office of Academic Affairs and relevant

departments.

- iii. The program is included in the regular college program review cycle to ensure continuous improvement and long-term viability.

D. Termination/Cancellation of Academic Programs

When it is determined that an academic program should be terminated or cancelled, the Vice President for Academic Affairs or designee will follow all required internal and external procedures to ensure compliance with SACSCOC, SBTCE policies, and federal regulations. The steps for program termination/cancellation are as follows:

a. Initiation of Termination Recommendation

Program termination may be recommended by faculty, the Division Dean, the Curriculum Committee, or the Vice President for Academic Affairs based on factors such as low enrollment, limited workforce demand, program duplication, accreditation requirements, or strategic realignment.

- i. The recommending party prepares a rationale for termination supported by relevant data (enrollment history, graduation numbers, labor market data, accreditation considerations, resource impact, etc.).
- ii. The Vice President for Academic Affairs reviews the recommendation and determines whether to move forward in accordance with SBTCE Policy 3-1-502 and Procedure 3-1-502.1.

b. Internal Review and Approval Process

- i. The proposed program termination is submitted through the PTC curriculum approval process, which includes review by the Curriculum Committee.
- ii. Upon approval at the institutional level, the recommendation is forwarded to the Area Commission for formal approval to terminate/cancel the program.

c. External Notification and Approval Requirements

After approval from the Area Commission, the Curriculum Implementation Committee initiates all required external notifications:

- i. **SBTCE Notification:** Submission of program cancellation materials to the South Carolina Technical College System in accordance with SBTCE Policy 3-1-502 and Procedure 3-1-502.1 for review.
- ii. **SACSCOC Notification:** The SACSCOC Liaison notifies SACSCOC of the program termination/cancellation and submits any documentation required under the SACSCOC Substantive Change Policy, including teach-out plans or agreements when applicable.

- iii. **CHE Notification (if applicable):** If the program is a transfer program or requires CHE oversight, the institution submits notification of termination/cancellation to the South Carolina Commission on Higher Education.
- iv. **Federal/Financial Aid Updates:** The Office of Academic Affairs works with the Director of Financial Aid to update the Program Participation Agreement (PPA) with the U.S. Department of Education, ensuring the program is removed from all eligible aid listings and federal reporting systems.

d. Teach-Out Planning and Implementation

In compliance with SACSCOC good practices, the institution ensures that enrolled students are provided with a clear path to program completion:

- i. A teach-out plan or teach-out agreement is developed, as required, outlining the timeline, remaining course availability, alternative instructional locations (if needed), student advising, and communication processes.
- ii. The teach-out plan is implemented and monitored by the Office of Academic Affairs, the Division Dean, faculty, and student support personnel.
- iii. A Teach-Out Manual is available to guide faculty and administrators through the process and ensure all accreditor and state requirements are met.

e. Catalog, Systems, and Communication Updates

Once all approvals are secured and teach-out arrangements are confirmed:

- i. The Office of Academic Affairs coordinates the removal of the program from the PTC Academic Catalog, website, marketing materials, recruitment publications, and all student information systems.
- ii. Affected students, faculty, staff, and internal departments (Admissions, Records, Financial Aid, Advising, Marketing, etc.) are notified of the program's termination timeline and relevant procedures.
- iii. The Division Dean ensures faculty and staff understand obligations related to teach-out, record retention, advising responsibilities, and final program closure.

f. Final Program Closure

After all students have completed teach-out requirements or transitioned to alternative programs:

- i. The program is formally closed in collaboration with Academic Affairs, Student Records, Financial Aid, and SBTCE reporting offices.
- ii. Final documentation is submitted to SACSCOC, SBTCE, CHE (if applicable), and federal agencies, confirming completion of the teach-out and closure of the program.

- iii. Academic Affairs maintains documentation of the termination/cancellation process in accordance with institutional and accreditation record-keeping requirements.

E. Periodic Program Reviews

a. Annual SBTCE Program Status Evaluation

Annually, the College participates in the SCTCS process to establish the status of each approved program of study based on number of graduates, placement rates, and enrollment.

- i. The Vice President for Academic Affairs receives the letter of initiation on the review process from SCTCS.
- ii. The Offices of Academic and Student Affairs meet to plan and schedule activities related to this process.
- iii. The Student Affairs Division enters placement data into the database.
- iv. The Office of Academic Affairs approves and submits the data to the SCTCS.

b. Annual Program Performance Review

Annually each academic department reviews the performance of its program(s) against key programmatic performance indicators determined by the Vice President for Academic Affairs with input from the college administration and leadership.

During the months of May and June, the Associate Vice President for Institutional Effectiveness and Compliance shares performance data with program department heads or academic program directors and Division Deans. Programs that do not meet the established thresholds must analyze their program's performance and submit an improvement plan to the Vice President of Academic Affairs by mid-August. The annual program review informs the Academic Affairs Division's annual planning process.

c. Five-Year Academic Program Review

All academic programs participate in a cyclic program review process once every five years. The primary goals for program review at PTC are to:

- Enhance the quality of academic programs to meet the needs of employers and prepare students to continue their educational attainment by assessing program strengths and challenges.

- Align academic program needs, resources, and campus priorities with the planning and budgeting processes and the needs of the community.
- Ensure that program priorities are consistent with the college's mission and strategic directions.

The following steps guide the process:

- i. Departmental faculty, with assistance from the Office of Institutional Research, Planning and Effectiveness, review program data. This data should include, but not be limited to student and graduate profiles, licensure, placement, faculty, program and student learning outcome assessment reports, general education competency assessment, operational plans and reports, fiscal accountability, and future program and employment trends.
- ii. The department includes program advisory committee feedback, program data, program and student learning outcomes assessment reports in the review and validation of program performance.
- iii. Based on analysis of the data and the recommendations received, the department faculty concludes the report with the strengths and challenges of the program and a list of annual actions planned for implementation during each of the next five years. Annual improvement actions should be included in the division's annual operational plan.
- iv. Once presented to and approved by the Vice President for Academic Affairs, the Office of Institutional Research, Planning, and Effectiveness archives the reports.