

- f. **Award Sequence:** Provide the award sequence as it appears on current THECB program inventory. This information is available using QUIN.
- g. **Award type:** Provide award code for each award.
  - AAS Degree (60 - 72 SCH)
  - C1 Certificate level one (15-42 SCH)
  - C2 Certificate level two (43-59 SCH)
  - ESC Enhanced skills certificate (6-15 SCH)
  - ATC Advanced technical certificate (16-50 SCH; see Chapter Three)
  - CE Workforce continuing education program (360-779 contact hours)
- h. **Award title:** Provide the award title as it should appear on the institution's inventory.
- i. **Contact information:** Provide contact information for the authorized institutional official and the contact person for the program
- j. **WECM Special Topics Course Submission.** (See Chapter Four)
- k. **WECM Local Need Course Submission.** (See Chapter Four)
- l. **Proposed Curriculum Outline.** (See Chapter Five)

## D. Program Revision Procedures

### 1. Conversion/Revision to a Tech-Prep Award

Please refer to *GIPWE* Part II for Tech-Prep program information. Converting a program or award to Tech-Prep does not require a program revision.

### 2. Program Deactivation

#### a. Notice of Program Deactivation

An institution may deactivate a program by suspending new student enrollment and submitting an electronic application for program deactivation to the Coordinating Board. Institutions should have on file and available for Coordinating Board staff review provisions for teaching out currently enrolled students.

#### b. Deactivation Time Limit

A program may remain deactivated no longer than three academic years. *A program that is not reactivated by the institution within three years will be closed by the Coordinating Board.*

### 3. Program Reactivation

To reactivate a deactivated program, the institution must submit an electronic application for program reactivation that includes the proposed curriculum outline. The institution must have on file and available for Coordinating Board staff review a description of how it has corrected or will correct the reason(s) for which the program was deactivated.

**NOTE:** A program can only be reactivated within three years of being deactivated. If more than three years have lapsed, a new program application is required.

#### **4. Institution-Initiated Closure**

A program or award may be closed voluntarily by an institution. If students are currently enrolled in a program that the college wishes to close, the program should be deactivated before being formally closed.

An institution must submit an electronic application for program closure to notify the Coordinating Board staff of its intent to close a program. Institutions should have on file and available for Coordinating Board staff review the reason(s) for closure and provisions for teaching-out currently enrolled students.

Closed programs may only be reopened if they are resubmitted as new programs.

#### **5. Sunset Review**

The Coordinating Board staff has discontinued the use of the Sunset Review process for technical programs. Programs previously placed under sunset review will be automatically deactivated three years after the sunset review was initiated unless the college requests that the program be reactivated.

#### **E. Staff Review of Revision Application**

Program revisions will be reviewed by the Coordinating Board staff. Revised awards must meet the same general guidelines set for workforce education programs in Chapter Three as well as the standards for New Programs in Chapter Five.

Program revisions must receive Coordinating Board staff approval prior to implementation by the institution. Failure to submit a properly completed application or failure to provide additional information as requested by staff in a timely manner may delay the approval process. Notice of approval will be posted electronically on the *THECB Community and Technical Colleges Electronic Program Status Notification Page* at <http://www.thecb.state.tx.us/ctc/ip/electronic/index.cfm>.

The notification page is updated weekly. Instructions for use are provided on the website.

#### **F. Appeals Procedure**

All appeals of Coordinating Board decisions regarding program approval, revision, evaluation, deactivation, and closure should begin by contacting an appropriate member of the Community and Technical Colleges Division staff. If an institution