

Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1/2002
Division: Academic Affairs	Reviewed: 7/08, 2/2010, 06/2011, 11/2015, 5/2019 Revised: 12/2020	

5.3.5 GT New Program/Course Approval Process

Whenever a new course, certificate, diploma, or associate degree program is being proposed for inclusion in the curriculum, the following procedures are to be followed by the originator of the proposal:

1. Once a program director shows interest in adding a new program (certificate, diploma, degree) to their area AND has already spoken with the division dean, research on the program's viability can begin.
2. Initial research should be conducted to determine the viability of the program, program costs, instructor costs, number of employers and number of available jobs (request letters of support), job salaries, etc. The Office of Institutional Research & Effectiveness (OIRE) can help in this research by submitting a Data Request Form via its SharePoint site.
3. If the request is unrelated to any current program areas (degree, diploma or certificate), the program director will need to conduct environmental scanning, job placement statistics, and cost analysis.
 - a. Supporting documentation will be evaluated by OIRE, the vice president of academic affairs and/or the dean to determine whether it is in the community, Gwinnett Technical College, and the students' best interests to be offered.
 - b. Changes may be suggested.
 - c. Research might be conducted to see if similar programs already exist at another technical college.
 - d. Academic Affairs will follow up with program director for changes, if necessary.
4. Once program viability has been determined, the program director should initiate the new program proposal by completing the new course/program proposal form. A previously completed form should not be reused, and a section should not be skipped unless it does not apply to the proposed program. Upon completion, this form should be submitted to the Division of Academic Affairs with supporting documentation attached.
5. Academic Affairs will send a copy of the request to OIRE's Coordinator of Compliance & Assessment to determine whether or not the new program is a substantive change. The Program Director is responsible for answering any additional questions. The

coordinator will return the proposal and documentation to Academic Affairs with the determination, rationale, and recommendations.



6. The Leadership Team will approve or deny the proposal. If the Leadership Team approves the program and allows it to proceed, the proposal will be sent to the Strategic Impact Team's (SIT) curriculum subcommittee for program requests. The program director is responsible for making sure all parts of the proposal are complete and for answering any additional questions the committee might offer. The program requests committee will meet to review the proposal and approve or deny it. The proposing program director should plan to be present at the meeting to answer questions and elaborate if necessary.
7. If the proposal is approved by the SIT subcommittee, The vice president of academic affairs will notify the Gwinnett Tech Board of Directors of the program proposal.
8. After the Gwinnett Tech Board has been notified of the proposal, it must be sent to the TCSG Board for final approval. The Academic Affairs will verify that the proposal is complete, enter the information into the electronic state website, and verify that it meets all requirements for submission. The vice president of academic affairs will electronically submit the proposal to the state for TCSG Board approval. A verification email will be sent to the president automatically from the proposal site. TCSG's approval process can take six to ten weeks.
9. If the proposal is approved by TCSG, Academic Affairs will collaborate with OIRE to prepare a SACSCOC notification letter. Approval from SACS is required before the US Department of Education will consider the new program for financial aid eligibility. Once SACSCOC responds to the notification, the dean of academic affairs will notify Financial Aid Office at the College. Please note, responses from SACSCOC and USDOE can take three to six months.
10. The Division of Academic Affairs will continue to follow-up on the program's final approval through TCSG board meeting minutes, SACSCOC correspondence, and official electronic approval notification.
11. Once the program is fully approved, the program director, division dean, OIRE, registrar, financial aid, advisement, and admissions will be notified of the new major code. The course/program will be available for advertising to the general public through the catalog and other publications when final approval is received for financial aid.