New Program or Course Request Procedures

Whenever a new course or 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 his or her 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 with this research if requested.

3. If the request is unrelated to any current program areas (degree, diploma or certificate) environmental scanning, job placement statistics, and cost analysis will need to be conducted.
    a. Supporting documentation will be evaluated by OIRE, the VPAA and/or the Dean to determine whether it is in the community, the college, and the students' best interests to be offered at GTC.
    b. Changes may be suggested.
    c. Research should be conducted to see if similar programs already exist at another technical college.
    d. Follow up will be done with program director for changes, if necessary.

4. Once program viability has been determined, the program director should initiate the new program proposal by thoroughly 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 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 program is approved to proceed, the proposal will be sent to the Strategic Impact Team's (SIT) 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 proposal must be sent to the TCSG Board for final approval. The Academic Affairs Office 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 VPAA 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 6-10 weeks.

8. If the proposal is approved by TCSG, the Academic Affairs Office will collaborate with OIRE to prepare a notification letter for SACSCOC. Approval from SACS is required before the DOE will consider the new program for financial aid eligibility. Once SACS responds to the notification, Academic Affairs will notify the college's Financial Aid Office. Please note, responses from SACSCOC and DOE can require 3-6 months.

9. The Academic Affairs office will continue to follow-up on the program's final approval through TCSG board meeting minutes, SACSCOC correspondence, and official electronic approval notification.

10. 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.

NEW PROGRAM/NEW COURSE REQUEST
Gwinnett Technical College
Please submit to Vice President of Academic Affairs.

Date: _____   **Name:** _____

Proposed Name of Program: _____

Program Development: Standardize Program ☐   **Institutionally Developed** ☐

Award Level: Associates Degree ☐ **Diploma** ☐ **Technical Certificate of Credit** ☐

Credit Hours Total: _____

If an Existing Program, Major Code: _____

Dual Enrollment Eligible: Yes ☐ **No** ☐

Rationale for Program/Course: _____

_____

_____

_____

Proposed Date of Implementation: _____

Program Description:

Statement of Program Need in the Service Area:

Program Viability:

Address the number of employers in the service area and the number of graduates each one will potentially hire. Attach employer's letters of support to the new program request.

Description of the Actual Job/Career in the college service area or region that a student would be capable of performing following completion of this sequence of courses:

Relationship to Existing Programs or Similar Programs:

At your institution:

Offered by other institutions in your service area:

Offered by public institutions in adjacent service areas:

Is this an Allied Health Program? Yes ☐ No ☐
Does it require clinical hours? Yes ☐ No ☐   **If yes,** (fill in details)

Site Name	Address	County	Number of Students	Agreement

Anticipated Enrollment:

Campus	Day Year 1	Day Year 2	Day Year 3	Evening Year 1	Evening Year 2	Evening Year 3
Lawrenceville						
Alpharetta-N. Fulton						

Describe the process for estimating enrollment:

Is Accreditation, License, or Certification Required: Yes ☐ No ☐

Type of Accreditation, License, or Certification Required:

Program Curriculum List:

Course Code	Course Type	Class Hours	Demo Lab Hrs	Practical Lab Hrs	Contact Hrs	Credit Hrs

Admission Requirements:

Minimum Required Age: 16 ☐ **17** ☐ **18** ☐

High School Diploma or GED Required: Yes ☐ **No** ☐

Minimum Compass Test Scores:
     Reading:
     English:
     Mathematics:
     Algebra:

Other conditions for Admission (if any)**:**

_____   _____

Program Faculty:

Position	New or Existing	Qualifications	Current Pgm Areas	Course	Admin Duties	Assign Changes

Resources:

Describe any required additions or modifications to the physical plant or equipment:

Learning Resources:

Explain what new learning resources are needed (reference books, periodicals, circulating volumes, audio and video tapes, film, software, and databases).

Tuition and Fees:

Standard Tuition: $100.00 per Semester Credit Hour

Proposed Program Specific Supply and/or Lab Fees: (specify and explain)

Estimated Revenue:

	Year 1	Year 2	Year 3
Tuition Revenue			
Other Revenue			
Total Revenue			

Anticipated tuition revenue is based upon standard tuition per credit hour and the total number of credit hours taken by enrolled students.

Estimated Costs:

	Year 1	Year 2	Year 3
Salaries			
Fringe Benefits			
Equipment			
Supplies			
Total Costs			

Executive Summary:

Please write a brief paragraph, preferably no more than 15 lines, setting the highlights of your application. When required, this paragraph will be the basis of the discussion paragraph included in the motion for the State Board requesting approval of this program. As such, it should address, generally in this order: why the program is needed; how many colleges in or adjacent to your service area offer the program; whether the program will follow the state standard or, if it is institutionally developed, whether it meets State Board and general program standard requirements for programs at its award level; the first year costs of the program, what they are for, and how they will be funded; and the number of students the college expects in the program in the first year and the projected size in the third year.

Program Director Signature   **Date**

Division Dean Signature   **Date**

Vice President, Academic Affairs   **Date**

Vice President, Administrative Services   **Date**

Budget Review Comments:

Leadership Team Summary:

☐ **Approved to move forward**   ☐ **Denied to move forward**

To track the proposal's progress through the approval process, go to SharePoint > Academic Affairs > Program Creation and Termination Requests > Program Creation or Termination Timeline.