

Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1/2002
Division: Academic Affairs		Reviewed: 5/2024, 2/2026 Revised: 6/2024

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, then research on the program’s viability can begin with the approval of their Division Dean.
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. using the New Program Request worksheet. The Office of Institutional Research & Effectiveness (OIRE) can help in this research.
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 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. The dean 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/course proposal by completing the new program proposal Dynamic Form or Curriculum Change/Add a Course Dynamic Form. A previously completed form cannot not be reused. Upon completion, this form is submitted into the Dynamic Form automated process with supporting documentation attached.
5. The automated form proceeds to the College's SACSCOC Liaison to determine whether or not the new program is a substantive change. The Program Director is responsible for answering any additional questions.

6. The automated form then proceeds to the Leadership Team to approve or deny the proposal. If the Leadership Team approves the program and allows it to proceed, the proposal will be sent to the Curriculum Strategic Impact Team (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 review the proposal and approve or deny it. The proposing program director should plan to be available to answer questions and elaborate if necessary.
7. The automated form then proceeds to the Vice President of Academic Affairs for submission to the the TCSG Board for final approval. The VPAA or designee 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.
8. If the proposal is approved by TCSG, the automated form proceeds to the SACSCOC Liaison to upload approval if required. The automated form then proceeds to the Financial Aid Office at the College of their decision. Please note that responses from SACSCOC and USDOE can take three to six months.
9. Once the program is fully approved, the automated form proceeds to the Program Director, Division Dean, Registrar, Financial Aid, Enrollment Support, and Admissions with the new major code and program requirements. The program and its courses will be available for advertising to the general public through the College's course catalog, its Programs of Study webpages, and other publications once final approval is received for financial aid eligibility.