GNPEC Renewal Site Visit Guidelines

The following items, derived from the Georgia Nonpublic Postsecondary Education Commission (GNPEC) Minimum Standards Criteria, are evaluated during a GNPEC site visit. Should an area be in need of modification or comment, the Regulatory Specialist (RS) will provide instructions either during the site visit or in the follow up site visit summary.

1. Educational Program-Curriculum/Admissions (Standard 1)

   a. Number of currently enrolled students for all authorized programs #_____
   b. The certificate-granting institution demonstrates that lesson plans are available for each course taught in a program of study
   c. Evidence that appropriate exit criteria have been established for determining successful completion of course work (ex. exams, assignments per the syllabus or course equivalence, etc.)
   d. Evidence that instructional materials pertinent to the course offerings, such as textbooks, resource materials, and equipment exist

2. Faculty (Standard 3)
   a. Number of full-time faculty employed at the institution #_____
   b. Number of part-time faculty employed at the institution #_____

3. Faculty Records (Standard 3)
   The institution must maintain faculty records composed of the following:
   a. Proof of employment
   b. Record of education and experience (i.e., resume/CV)
   c. Proof of highest level of education (i.e., transcript/diploma)
   d. Proof of completion of orientation and notification of updated institutional policies

4. Physical facilities (Standards 2, 6 and 14)
   The following items must be present at the facility:
   a. Adequate space for instructional and non-instructional areas (based on the programmatic content, number of students, instructional modality, and equipment needs)
   b. Protocol to ensure safety is maintained (campus security)
   c. Restrooms, offices, lounges, storage and maintenance rooms
   d. Prominently posted complaint procedure and current Certificate of Authorization
   e. Student records stored digitally/remotely via cloud storage or a second copy is stored offsite
      i. If paper files are temporarily maintained, they must be kept in secure, fireproof storage pending transfer to permanent digital file
   f. Online Platform (when relevant) is available for review and demonstration

5. Digital Infrastructure (Standards 2 and 14) *For Online Programs*
   a. Institution has a curricular platform through which the students and faculty communicate, give and receive instruction, submit work, and provide feedback
   b. Institution has the complaint process clearly marked on the student platform
   c. Institution has 24-hour technical support available
   d. Institution has established adequate online security protocols

6. Learning Resource System (LRS) (Standard 2)
   a. LRS (libraries, texts, electronic resources, laboratories, computers, internet access, research databases, any materials that support a student's educational experience) is easily and readily accessible to students and faculty at all times
   b. LRS materials are appropriate to the courses of study and their respective educational levels

7. Self-Assessment and Quality Improvement (Standard 1)

   a. Written plan to determine the effectiveness of the institution and each program is available for review
   b. Evidence of periodic evaluations to determine long-range and general effects of instruction (ex. surveys, graduation rate, placement information) are available for review

8. Student Records (Standard 6)

   The institution, while operating, must maintain permanent student records composing of the following:
   a. Attendance record or equivalent measure of progress
   b. Ongoing grade records for current students
   c. Transcripts for students that are no longer enrolled (graduated or withdrawn) reflecting courses taken with credit and/or grades earned
   d. The transcript must be held by the institution as a permanent record;
   e. Financial ledger
   f. Previous education and training documents (e.g., high school diploma, GED, college transcripts, etc.)
   g. Student Application and/or Enrollment Agreement
      a. GNPEC Student Disclosure Form required for unaccredited institutions
      b. Entrance exam results (if required)

9. Complaint Procedure (Standard 14)

   a. Documentation of submitted complaints and resolutions that are in line with the institution's published complaint procedure
   b. The complaint procedure must be posted prominently at the facility

10. Career Services (Standard 1)
    a. Institution maintains a list of potential employment opportunities for which the program prepares
    b. Institution maintains placement records for each graduate for at least one year
    c. Institution has established procedures for career assistance such as resume preparation, interview skills, job searches, etc.