GNPEC 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) *Available for review during site visit*
   a. The certificate-granting institution demonstrates that lesson plans are available for each course taught in a program of study.
   b. Evidence that appropriate exit criteria have been established for determining successful completion of course work including externship requirements, if applicable to the program(s) of study (ex. exams, assignments per the syllabus or course equivalence, etc.).
   c. Evidence that instructional materials pertinent to the course offerings, such as textbooks, resource materials, and equipment exist.

2. Physical facilities (Standards 2, 6 and 14) ***The following items must be present at the facility:***
   a. Adequate and sanitary space for instructional and non-instructional areas (based on the programmatic content, number of students, instructional modality, and equipment needs).
      i. Based on the type of programming being offered (I.e., allied health-related programs), specific materials and equipment may be expected.
   b. Protocol to ensure safety is maintained (campus security).
      i. Emergency medical equipment available (first aid supplies).
   c. Restrooms, offices, lounges, storage and maintenance rooms.
   d. Prominently posted complaint procedure, Certificate of Occupancy, and current Certificate of Authorization.
      i. Documentation of submitted complaints and resolutions that are in line with the institution's published complaint procedure (even if they were not elevated to review by GNPEC).
   e. Student records are 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.

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

4. 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 always easily and readily accessible to students and faculty.

     b. LRS materials are appropriate to the courses of study and their respective educational levels.

5. Self-Assessment and Quality Improvement (Standard 1) *Available for review during site visit*
     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.

6. Career Services (Standard 1) *Available for review during site visit*
     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.
          i. Unaccredited institutions must maintain and submit GNPEC Outcome Data Report information within each year's Renewal of Authorization application.
     c. Institution has established procedures for career assistance such as resume preparation, interview skills, job searches, etc.

Record Keeping Requirements During Renewal of Authorization Site Visits
During the Initial Authorization site visit, record-keeping expectations and requirements for future Renewal of Authorization site visits will be discussed.

Faculty Files (with chart):

# of full-time faculty:

# of part-time faculty:

Proof of Education/Training (including active licensure documentation,if applicable) for the area of instruction in line with the requirements set forth by Minimum Standard Three: Faculty and Staff:

Proof of Experience (Resume/CV):

Proof of Institutional Orientation (contract or faculty handbook with attestations):

Proof of Employment (contract or faculty handbook with attestations):

Student Files (If institutions does not have students in one category, additional files will be viewed in other categories.)

# of total student enrollment in GNPEC authorized programs:

Current/Active (two files will be randomly selected):

-   Admissions Record:
      o Proof of Previous Education: Any documentation of admissions criteria met (high school diploma, GED, college transcripts, etc.) If applicable, entrance exam results should be in file if required:
      o Enrollment Agreement/Student Contract:
      o GNPEC Student Disclosure Form (Unaccredited Only):

- Academic Record:
    - o Ongoing grades:
    - o Ongoing attendance record:
- Financial Record:
    - o Financial ledger/student account of payments made:

Graduate: (two files will be randomly selected)

- Admissions Record:
    - o Proof of Previous Education: Any documentation of admissions criteria met (high school diploma, GED, college transcripts, etc.). If applicable, entrance exam results should be in file if required:
    - o Enrollment Agreement/Student Contract:
    - o GNPEC Student Disclosure Form (Unaccredited Institutions Only):
- Academic Record:
    - o Finalized attendance report (may be included on transcript):
    - o Finalized transcript showing completed status and reflecting courses taken with credits/grades earned:
        - ▪ Transcript must be held by the institution as a permanent record:
    - o Certificate/Diploma from institution:
- Financial Record:
    - o Complete financial ledger card/student account of payments made:

Withdrawn/Drop (one file randomly selected):

- Admissions Record:
    - o Proof of Previous Education: Any documentation of admissions criteria met (high school diploma, GED, college transcripts, etc.) If applicable, entrance exam results should be in file if required:
    - o Enrollment Agreement/Student Contract:
    - o GNPEC Student Disclosure Form (Unaccredited Only):
- Academic Record:
    - o Finalized attendance report showing date of withdrawal:
    - o Finalized transcript showing Incomplete/Withdrawn status and reflecting courses taken with credits/grades earned:
        - ▪ Transcript must be held by the institution as a permanent record.
- Financial Record:
    - o Complete financial ledger card/student account of payments made with evidence of refund (if applicable). Supplemental documentation required (receipts, copy of check, etc.):
- Withdrawal Form: