Academic Affairs Policy Statement No. 17
External Education

1. References
   a. Academic Affairs Handbook, Board of Regents, University System of Georgia.
   b. Bylaws of the University Council of the University of Georgia, 2005.
   c. Last updated April 2019.

2. Objective
This policy (1) advocates a case-by-case evaluation of external education opportunities rather than an across-the-board approach in favor of external education, (2) does not mandate any particular use of internal resources for format or delivery of external education, and (3) provides for more coordination of external education.

3. Definition
External education is defined to include any credit-bearing course or program of which more than 50% is delivered primarily at locations other than the Athens campus. It is defined by the Board of Regents as face-to-face instruction and interaction between instructor and student when both are located in an environment external to the Athens campus, including established external education campuses.

The definition of external education does not include non-credit-bearing courses, including continuing education courses under the auspices of the Vice President for Public Service and Outreach.

4. Responsibility
   a. Instructional Units
      i. The academic instructional units and faculty will retain control and authority over the initial decision of whether to offer courses or programs at locations other than the Athens campus and which courses or programs to offer.

      ii. The substantive content of the courses or programs, as well as the staffing of those courses or programs, is the responsibility of the academic instructional unit.

   b. Approved Off-Site Locations
      The substantive content of courses offered at approved locations other than the Athens campus, such as established External Education Campuses and other off-campus sites, will be determined by the schools and colleges, instructional units, and faculty who will retain control and authority over the courses offered.
c. **Study Abroad**  
i. The substantive content of courses offered in Study Abroad programs will be determined by the schools and colleges, instructional units, and faculty who will retain control and authority over the courses and programs offered.

ii. Primary oversight for Study Abroad and Field Study programs resides with the Associate Provost for International Education in conjunction with the academic units and faculty. Although these programs fall within the definition of external education, they have oversight issues and needs that are distinct from courses offered domestically. The Vice President for Instruction has responsibility for facilitating academic approval of courses included in Study Abroad and Field Study programs.

5. **Procedure**

a. **Courses**

Any course that is approved through the University course approval process (CAPA) may be offered at locations other than the Athens campus. Individual courses do not require additional approval to be offered at locations other than the Athens campus.

b. **Programs**

i. **Majors**

The Board of Regents requires that a program must have approval as an External Degree to be offered at locations other than the Athens campus. An External Degree is a program of which more than 50% is offered at locations other than the Athens campus. Courses and/or degree programs offered externally must adhere to the guidelines, criteria, and nomenclature contained in the document “External Instruction in the University System of Georgia: Policies and Procedures” as adopted by the Board of Regents on February 2, 2005, and as thereafter amended. The designation of a location other than the Athens campus as a campus, center, or consortium, requires approval by the Board of Regents.

Per Board of Regents policy, all programs that offer more than 50% of the courses in the program at locations other than the Athens campus, require approval as an External Degree. A proposal for a program that will be offered at locations other than the Athens campus should include the following:

1. Needs Assessment  
2. Admission Requirements  
3. Program Content  
4. Student Advising  
5. Resident Requirements  
6. Program Management  
7. Library and Laboratory Resources
8. Budget
9. Program Costs Assessed to Students
10. Accreditation

Programs that will be offered at locations outside the United States should contact the Office of International Education for additional requirements.

Proposals for new external degrees should be routed through the following approval sequence:

a. Faculty of the academic unit proposing the external degree
b. Department Head or Director of academic unit proposing the external degree
c. Dean or Vice President of academic unit proposing the external degree
d. Graduate School Program Committee, if the external degree is a graduate program
e. Graduate Council, if the external degree is a graduate program
f. Dean of the Graduate School, if the external degree is a graduate program
g. Office of Instruction (for review)
h. Senior Vice President for Academic Affairs and Provost
i. University Curriculum Committee
j. Executive Committee of the University Council
k. University Council
l. President
m. Board of Regents, for administrative approval

Substantive Change Review: The Office of Accreditation and Institutional Effectiveness will evaluate the external degree for substantive change as it moves through the approval sequence. If it is determined that the new external degree results is a substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), additional approval will be required.

ii. Certificate Programs

A certificate program that has been approved according to Academic Affairs Policy Statement No. 2, Interdisciplinary Certificate Programs, may be offered at locations other than the Athens campus.

A proposal to offer a certificate program at locations other than the Athens campus requires University of Georgia approval as an External Certificate. Proposals for new external certificates should be routed through the following approval sequence:

a. Faculty of the academic unit proposing the external certificate
b. Department Head or Director of academic unit proposing the external certificate
c. Dean or Vice President of academic unit proposing the external certificate
d. Graduate School Program Committee, if the external certificate is a graduate program
e. Graduate Council, if the external certificate is a graduate program
f. Dean of the Graduate School, if the external certificate is a graduate program
g. Office of Instruction (for review)
h. Senior Vice President for Academic Affairs and Provost
i. University Curriculum Committee
j. Executive Committee of the University Council
k. University Council
l. President
m. Board of Regents (notification only, if new certificate)

Substantive Change Review: The Office of Accreditation and Institutional Effectiveness will evaluate the new external certificate for substantive change as it moves through the approval sequence. If it is determined that the new external certificate is a substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), additional approval will be required.

6. Guidelines for External Education

a. Courses or programs must meet the following requirements to be considered appropriate to be offered at locations other than the Athens campus:

i. All external education, as defined in this policy, should be offered in conjunction with a UGA degree or certificate program.

ii. External education offerings may be provided only by existing academic units (instructional units, schools, or colleges). No new instructional unit, school, or college will be created for the purpose of offering external education courses or degrees.

b. The following factors should be taken into account when deciding whether or not a course or program is appropriate to be offered at locations other than the Athens campus. This is a balancing process that in some cases will point in favor of external education, while in other cases it will not.

i. Important reasons to offer courses or programs at locations other than the Athens campus include, but may not be limited to, the following examples:

1. An improved or enhanced learning experience for currently enrolled students.
2. The ability to reach students the University otherwise would not be able to reach, permitting the University to extend degree programs or course work to qualified students who desire a UGA experience but who otherwise would not be able to access one.

3. An improved learning environment for faculty, who may welcome the opportunity to enhance their instructional or research programs.

4. To assist the University in carrying out its mission of serving the entire state of Georgia, both in terms of our land grant status and our charter.

ii. Important reasons to be cautious about offering courses and programs at locations other than the Athens campus include, but may not be limited to, the following examples:

1. Dilution of resources.
2. The time-intensive nature of many external education offerings may interfere with faculty time for research and instruction on the Athens campus, resulting in a less satisfactory environment for faculty.
   3. Less faculty time for instruction on the Athens campus and/or research activities may dilute the educational experience for Athens campus students.