REVISED 10/09

EXTENDED EDUCATION

Academic Affairs Policy Statement No. 17

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.

2. Background

The following policy replaces that outlined in the November 16, 2001, memorandum from Senior Vice President for Academic Affairs and Provost Karen Holbrook entitled "Goals and Responsibilities in UGA Distance Learning."

3. Purpose

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

4. Definition

Extended 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 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 extended education campuses

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

5. Responsibilities

a. <u>Instructional Units</u>

(1) 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.

(2) 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 Extended 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.

Central administrative responsibility for Extended Education Campuses will be placed in the office of the Associate Provost for Institutional Effectiveness and Extended Campus Educational Programs in consultation with the Office of the Vice President for Instruction.

c. Study Abroad

(1) 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.

(2) Primary oversight for Study Abroad programs resides with the Associate Provost for International Affairs in conjunction with the academic units and faculty. Although these programs fall within the definition of extended education, they have oversight issues and needs that are distinct from courses offered domestically. The Associate Provost for International Affairs will provide the Associate Provost for Institutional Effectiveness and Extended Campuses and the Vice President for Instruction with information concerning Study Abroad programs.

6. Procedures

a. Courses

Any course that is approved through the University course approval process (CAPA) may be offered at locations other than the Athens campus.

b. Programs

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. The proposal for an External Degree should be consistent with the University mission and follow the format provided in Appendix A.

7. Approval Process

a. Courses

Individual courses do not require additional approval to be offered at locations other than the Athens campus. However, a list of these courses should be submitted annually by the dean or director to the Office of the Associate Provost for Institutional Effectiveness and Extended Campus Educational Programs and the Vice President for Instruction.

b. Programs

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. External Degree proposals will be submitted by deans of respective schools or colleges or directors of institutes directly to the Office of the Vice President for Instruction with notification to the Office of the Associate Provost for Institutional Effectiveness and Extended Campus Educational Programs. If the external degree is to be offered at a location outside the United States, notification should also be provided to the Office of International Education. Graduate Program proposals must first be reviewed by the Dean of the Graduate School who will then forward them to the Office of the Senior Vice President for Academic Affairs and Provost with notification to the Associate Provost for Institutional Effectiveness and Extended Campus Educational Programs. Proposals will be reviewed by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Council for consideration. University Council recommendations on proposals are forwarded to the Office of the Senior Vice President for Academic Affairs and Provost who will transmit the same to the President of the University for consideration. The President will transmit proposals to the Board of Regents with his or her recommendation. A proposal for a program that will be offered at locations other than the Athens campus should follow the format outlined in Appendix A. Programs that will be offered at locations outside the United States should contact the Office of International Education for additional requirements.

8. Guidelines for Extended Education

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

(1) All extended education, as defined in this policy, should be offered in conjunction with a UGA degree or certificate program.

(2) Extended 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 extended education courses or degrees.

(3) Accreditation standards should be viewed as establishing minimum requirements but not necessarily as high as the standards the University wants to achieve with its extended education offerings.

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 extended education, while in other cases it will not.

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

(a) An improved or enhanced learning experience for currently enrolled students.

(b) 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.

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

(d) 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.

(2) 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:

(a) Dilution of resources.

(b) The time-intensive nature of many extended education offerings may interfere with faculty time for research and instruction on the Athens campus, resulting in a less satisfactory environment for faculty.

(c) Less faculty time for instruction on the Athens campus and/or research activities may dilute the educational experience for Athens campus students.

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Appendix A
Proposal for an External Degree
The University of Georgia

Institution: _____Date: _____

College/School/Division: _____

Department: _____

Degree (please indicate whether this is a stand-alone degree): _____

Major: _____

CIP Code: _____

Proposed Start Date: _____

The proposal for an External Degree must include a brief narrative that addresses the following points and completion of the attached Addendum for Distance Education Delivery of New Programs.

1. **Assessment**
   A needs assessment demonstrating a sufficient pool of qualified applicants.

2. **Admission Requirements**
   All requirements for admission to an External Academic Degree Program will be the same as those for the same degree at an authorized unit.

3. **Program Content**
   The basic curriculum of the program will be equivalent to the authorized unit's approved program. The criteria for electives or substitutions for specific requirements will be equivalent at both (or all) locations.

4. **Student Advising**
   Each student must have reasonable access to an advisor or advisory committee.

5. **Resident Requirements**
   Residence requirements will be identical to those established for the authorized degree program with residence at the approved location serving to meet that requirement.

6. **Program Management**
   Each proposal must contain a specified plan for program maintenance and program quality. This plan will provide contact persons at cooperating units, a detailed timetable, and complete plans for application and matriculation of students. In addition, specific plans should be provided concerning the schedule of courses, the duration of the program, program review, and possible duplication with other programs in the immediate area.

7. **Library and Laboratory Resources**
   The proposal must include a review of existing library and laboratory (or other specialized resources) at the host location. If deficiencies exist, the proposal must include a plan, including timetable and budget, for alleviating the deficiencies.

8. Budget

The budget must provide a realistic estimate of the costs of developing and implementing a quality program. Consequently, each program budget must contain detailed estimates -- specified separately for authorized and cooperating units -- concerning faculty and staff positions, library, laboratory, and other specialized facility resource requirements, travel and other significant operating expenses. If the support for the program is the result of an internal reallocation of resources, explicit details should be included in the proposal. The budget must reflect the start-up costs of the program, projected costs for completion of the first cycle of students, and additional costs associated with any future cycles of students.

9. Program Costs Assessed to Students

Any costs beyond those normally associated with the program on campus must be spelled out and justified.

10. Accreditation

Appropriate accreditation procedures will be carried out by the authorized institution.