

Appendix A

University System of Georgia

Declaration of Intent to Offer a Degree Program Externally

Institutions are required to submit this form to the Office of Academic, Faculty, and Student Affairs at the Board of Regents of the University System of Georgia three months prior to announcing the proposed availability of the program. This process applies only to existing Board-approved programs. All new programs must follow the guidelines specified in the Academic Affairs Handbook Section xxx.

A. Institution: _____

B. Name of Degree Program: _____
CIP Code _____

C. Date program was originally approved by Board of Regents: _____

D. Does your institution have an Instructional Delivery Plan (IDP) on file with the System Office?

Yes No

If yes, please provide URL _____ . Does the IDP address the programs or changes in program requested in this ITO notification?

If no, please submit a revised IDP with this form.

E. What term will this program be offered initially? _____

F. Has this program previously been offered externally?

- Off-campus
- Distance education
- Combination

G. Have the following criteria have been met:

- The new program fulfills the institution's academic mission.
- The program meets a documented need within the targeted community.
- The program offers a unique curriculum from other similarly offered programs within other USG institutions.

H. Off-Campus Programs

1. Location where this program will be offered? _____
2. Can a student complete the entire program at this location? Yes No
If no, please explain. _____
3. Will students be allowed to mix on-campus courses and externally offered courses in order to complete this program?
 No, the student must complete the entire program at this site.
 Yes, students can take courses on or off campus to complete this program.

I. Distance Education Programs

1. Can the student complete the entire program by distance education? Yes No
If no, please explain. _____
2. Is the student required to come to a designated location at any time during the term? Yes No

If yes, for what purpose and where? _____
How many times per term? _____
3. Is the student required to complete the entire program by distance education or can the student use courses completed externally or on-campus to complete this program?

 Yes, the student must complete the entire program by distance education.
 No, students can take courses on- or off-campus to complete this program

J. Will this program require separate admission from those offered on-campus?

Yes No

If yes, does the program require separate admission in addition to what is required for the on-campus program? Yes No

Please describe any additional admission requirements.

If no, describe how students are processed and notified of their admission?

K. Will this program have different fees or tuition rates from those offered on-campus?

Yes No

L. Contact person for this program.

Name: _____ Title: _____

Telephone Number: () _____ Email address: _____

M. Vice President for Academic Affairs

Signature _____

Submit this form to:

Vice Chancellor for Academic Affairs
University System of Georgia
270 Washington Street, SW
Atlanta, Georgia 30334