



**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

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October 17, 2017

Presidents
University System of Georgia
sent via email

Dear Presidents:

The Board of Regents (BOR) of the University System of Georgia (USG) met on October 10th and 11th, 2017 at Middle Georgia State University in Macon, Georgia. During this meeting, the Board approved a new policy and revised several others. Many of the revisions were brought forward as part of the broader Policy Manual Review that is ongoing and being led by Legal Affairs and Organizational Effectiveness, with wide participation from USG institutions. The purpose of the review process and the revisions made at this meeting are to increase efficiency, to ensure consistency, and to simplify the BOR Policy Manual. A listing of new and revised policies are as follows:

Academic Affairs

- Board Policy 3.4.1 Semester System
- Board Policy 3.4.2 Uniform Academic Calendar
- Board Policy 3.4.3 Religious Holiday Schedule
- Board Policy 3.4.4 Exceptions

Student Affairs

- Board Policy 4.1 General Policy
- Board Policy 4.1.1 Institutional Responsibility

Finance & Business

- Board Policy 7.3.1.6 Tuition for "Move on When Ready Program"
- Board Policy 7.3.4.4 Waiver of Fees for "Move on When Ready Program"

Personnel

- Board Policy 8.3.5.4 Post-Tenure Review for Tenured Faculty and Administrators

Facilities

- Board Policy 9.13 Weapons

The attached exhibit shows the new and revised policy language, provides the effective date for each policy and includes helpful information regarding these revisions.

Please share widely with the appropriate offices on your campus.

Sincerely,



Dr. Steve Wrigley
Chancellor

Enclosure

cc: Tricia Chastain, Executive Vice Chancellor for Administration
Dr. Tristan Denley, Executive Vice Chancellor for Academic Affairs
Shelley Nickel, Executive Vice Chancellor for Strategy and Fiscal Affairs
Kimberly Ballard-Washington, Interim Vice Chancellor for Legal Affairs and Secretary to the Board
Tracey Cook, Vice Chancellor for Fiscal Affairs
Karin Elliot, Interim Vice Chancellor for Human Resources
Marion Fedrick, Vice Chancellor for Human Resources
John Fuchko, III, Vice Chancellor for Organizational Effectiveness
Dr. Joyce Jones, Vice Chancellor for Student Affairs
Dr. Bobby Laurine, Vice Chancellor and Chief Information Officer
Charlie Sutlive, Vice Chancellor for Communications and Governmental Affairs
Terry Thompson, Vice Chancellor for Internal Audits
Dr. Martha Venn, Deputy Vice Chancellor for Academic Affairs
Sandra Neuse, Associate Vice Chancellor for Real Estate and Facilities
Brooke Bowen, Legal Counsel
Wesley Horne, Director of Ethics and Compliance
Institutional Vice Presidents of Academic Affairs
Institutional Vice President of Student Affairs
Institutional Chief Business Officers
Institutional Legal Officers
Institutional Audit Directors

Exhibit
REVISIONS TO BOARD OF REGENTS POLICY MANUAL
Revised Policies and Background Information
Meeting of October 10 - 11, 2017

I. Revisions to Board Policy Section 3.4, Calendar of Academic Activities

- a. Revision to Subsection 3.4.1, Semester System**
- b. Revision to Subsection 3.4.2, Uniform Academic Calendar**
- c. Revision to Subsection 3.4.3, Religious Holiday Schedule**
- d. Revision to Subsection 3.4.4, Exceptions**

A. Background:

The revisions to Board Policy 3.4, are part of an ongoing Policy Review Initiative designed to increase efficiency, ensure consistency, and simplify the Board Policy Manual. The policy changes also provide additional clarification following the approval of the Section 3.4 revision during the October 2016 Board Meeting.

Questions regarding these revisions should be directed to Dr. Martha Venn, Deputy Vice Chancellor for Academic Affairs, at (404) 962-3097 or martha.venn@usg.edu.

B. Effective Date:

The effective date of these revisions is October 11, 2017.

C. Revisions Shown with Markup

(Strikethrough text indicates a deletion; highlighted text represents an addition)

3.4 Academic Calendar of ~~Academic~~ Activities

3.4.1 Semester System

All University System of Georgia (USG) institutions shall be operate on the semester system (~~BoR Minutes, Dec. 1995; Oct. 2016~~).

3.4.2 Uniform Academic Calendar

For the purposes of this policy, credit hours and weeks of instruction are defined within the code of federal regulations. ~~A credit hour is defined as in 34 cfr 600.2; a week of instructional time is defined as in 34 cfr 668.3(b).~~

The academic calendar for each USG institutions will have shall consist of two (2) semesters, each with at least fifteen (15) instructional weeks of instructional time, as defined by federal regulations issued by the United States Department of Education. The 15 weeks of instructional time shall not include registration or final examinations. A course offered in fewer than fifteen (15) instructional weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.

All **USG** institutions, with the exception of Medical School and Dental School at Augusta University and the College of Veterinary Medicine and School of Law at the University of Georgia, shall begin and end classes for **fall semester and spring semester** ~~during~~ **within** the prescribed periods. ~~The prescribed dates for starting and ending classes can be found~~ **set forth** in the Academic & **Student** Affairs Handbook. Each institution will determine all other necessary dates for the semester, including the possibility of flexible scheduling within and between semesters. Each term must be separated by a minimum of one (1) day. ~~(BoR Minutes, Oct. 2016)~~

The President of a USG institution or his or her designee has the authority to set the Academic Calendar for the institution with the parameters of this policy. Requests for exceptions to this policy must be submitted in writing by the President of the institution and approved in writing by the USG ~~e~~Chief ~~a~~Academic ~~o~~Officer.

3.4.3 Religious Holidays Schedule

Each **USG** institution ~~should have a~~ **shall establish a policy process for evaluating requests regarding special arrangements for students for leave to observe religious holidays.** ~~(BoR Minutes, Oct. 2016)~~

3.4.4 Exceptions Instructional Time

~~Requests for exceptions to this policy must be submitted in writing to and approved in writing by the USG chief academic officer.~~ **A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour. A course offered in fewer than 15 instructional weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.**

II. Revisions to Board Policy Section 4.1 General Policy

A. Background:

In line with the goals of the Board of Regents' Policy Manual Review, the main purpose of these revisions is to simplify policy language, to provide for consistency in policy provisions, and to increase the efficiency of the Policy Manual.

Questions regarding these policy revisions should be directed to Dr. Joyce Jones, Vice Chancellor for Student Affairs at (404) 962-3105 or joyce.jones@usg.edu.

B. Effective Date:

The effective date of these revisions is October 11, 2017

C. Revisions Shown with Markup

(Strikethrough text indicates a deletion; highlighted text represents an addition)

4.1 General Policy **on Student Affairs**

4.1.1 Institutional Responsibility

~~(Last Modified on June 29, 2009)~~

Admission, discipline, promotion, graduation, and formulation of all rules and regulations pertaining to students of ~~USG~~ **University System of Georgia** institutions ~~are matters to be handled~~ **should be addressed** by the institutions within the framework of policies and regulations ~~of issued by the Board of Regents~~. Students ~~violating~~ **failing to comply with** **Board of Regents' or institution rules, and regulations, or directives of an institution** may be ~~punished, suspended, excluded, or expelled as may be determined by the institution~~ **face disciplinary actions.**

III. Revisions to Board Policy Section 7.3 Tuition and Fees

- a. Revision to Section 7.3.1.6 Tuition for “Move on When Ready Program”**
- b. Revision to Section 7.3.4.4 Waiver of Fees for “Move on When Ready” Program**

A. Background:

On April 30, 2015, Governor Deal signed Senate Bill (SB) 132 into law with an effective date of July 1, 2015. SB 132, also known as the ‘Move on When Ready Act’, streamlined the existing dual enrollment programs (Accel, HOPE Grant for dual enrollment, and Move on When Ready) into one program with one funding source. The program provides high school students the opportunity to earn postsecondary credit hours and simultaneously meet their high school graduation or home study completion requirements.

On August 3, 2017, Governor Deal issued a letter stating that the State changed the program name from “Move on When Ready” to “Dual Enrollment.” Although participation in Georgia’s dual enrollment program has grown over the years, many families did not understand how to utilize the program. The name change is an effort to make it clear to parents and students the opportunities this program affords. The revision to Board policy was made to ensure consistency with the State’s renamed program.

The Governor’s letter also stated that it is not necessary to discontinue the use of promotional or explanatory materials that still reference the “Move on When Ready” program. However, institutions should incorporate the new name as new materials are purchased and developed.

Questions regarding these revisions should be directed to Dr. Martha Venn, Deputy Vice Chancellor for Academic Affairs, at (404) 962-3097 or martha.venn@usg.edu.

B. Effective Date:

The effective date of these revisions is October 11, 2017.

C. Revisions Shown with Markup

(Strikethrough text indicates a deletion; highlighted text represents an addition)

7.3.1.6 Tuition for ~~“Move on When Ready Program”~~ **Georgia’s “Dual Enrollment” Program**

Tuition for high school students participating in Georgia’s ~~“Move On When Ready” (MOWR) dual enrollment~~ **“Dual Enrollment”** program shall be charged on a per-credit-hour basis at all institutions. Institutions are to accept the amount reimbursed by the Georgia Student Finance Authority (GSFA) for ~~MOWR~~ **Dual Enrollment** tuition charges as full

payment. Any tuition amount for MOWR Dual Enrollment not covered by the GSFA reimbursement shall be waived. (BoR minutes, July 2015)

7.3.4.4 Waiver of Fees for “Move-on-When-Ready” Georgia’s “Dual Enrollment” Program

Institutions of the University System of Georgia shall waive any fee defined by the Board as a mandatory fee not covered by the per student state funds amount reimbursed by the Department of Education for high-school students participating in Georgia’s “Move-on-When-Ready” dual enrollment “Dual Enrollment” program.

Additionally, institutions shall waive all fees defined by the Georgia Student Finance Commission as mandatory fees or noncourse related fees. The amount for student fees reimbursed to institutions by the Georgia Student Finance Authority under the MOWR Dual Enrollment program shall be accepted as full payment of the waived fees. As such, students are to be provided full access to the services supported by the waived fees. MOWR Dual Enrollment students participating in this program are specifically exempted and shall not be charged for health fees and mandatory commuter food service fees. As such, providing these Dual Enrollment MOWR-students access to these services is not required. Institutions are required to provide Dual Enrollment student participants MOWR-students with all required books for the courses in which they are enrolled. Any fee associated with providing required textbooks shall be waived by the institution. (BoR minutes, July 2015)

IV. Revisions to Board Policy Section 8.3.5.4, Post-Tenure Review Shown with Markup

A. Background:

In line with the goals of the Board of Regents’ Policy Manual Review, the main purpose of these revisions is to simplify policy language, to provide for consistency in policy provisions, and to increase the efficiency of the Policy Manual.

Questions regarding these revisions should be directed to Dr. Martha Venn, Deputy Vice Chancellor for Academic Affairs, at (404) 962-3097 or martha.venn@usg.edu.

B. Effective Date:

The effective date of these revisions is October 11, 2017.

C. Revisions Shown with Markup

(Strikethrough text indicates a deletion; highlighted text represents an addition)

8.3.5.4 Post-Tenure Review for Tenured Faculty and Administrators

Each institution shall conduct post-tenure reviews of all tenured faculty members. ~~Each faculty member is to be reviewed~~ five (5) years after the most recent promotion or personnel action ~~for the faculty member, and~~ ~~r.~~ Reviews shall continue at five-year intervals unless interrupted by a further review for promotion ~~or personnel action~~.

An administrator who has ~~tenure and who also have some teaching responsibilities~~ will not be subject to post-tenure review, as long as a majority of ~~their~~ ~~the individual’s~~ duties are administrative in nature. ~~At such time as~~ ~~If and when~~ an administrator ~~may~~ returns full-time to the faculty full-time, ~~she/he~~ ~~the individual~~ will be placed into the post-tenure review cycle

and will be evaluated under those guidelines as a faculty member in the fifth year following the return to the faculty and at subsequent five year intervals (BoR Minutes, August 2007) described above.

The institution presidents shall review and approve their institution's post-tenure review policies, as well as any subsequent revisions, both of which. These institutional policies must conform to the institution's mission and to USG University System of Georgia procedures for post-tenure review. Institutional policies also shall and should address cases in which a tenured faculty member's performance is deemed unsatisfactory (BoR Minutes, April 1996, p. 39-47; May 1996, p. 52; February 2007).

V. Addition of Board Policy Section 9.13 Weapons

A. Background:

Policy 9.13 provides a system-wide weapons policy. It mirrors state law by prohibiting weapons on USG property but with specific exceptions including for concealed campus carry. It provides uniformity and consistency across all USG institutions.

Questions regarding these revisions should be directed to Chris McGraw, Assistant Vice Chancellor for Legal Affairs at (404) 962-3255 or chris.mcgraw@usg.edu.

B. Effective Date:

The effective date of these revisions is October 11, 2017.

C. Revisions Shown with Markup

(Strikethrough text indicates a deletion; highlighted text represents an addition)

9.13 Weapons

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

9.13.1 Exceptions

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Weapons carry license holders may possess weapons while under the license holder's physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A weapons carry license holder may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

- (i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;
- (ii) Not apply to any preschool or childcare space located within such buildings or real property;
- (iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;
- (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under Georgia Code Section 20-2-161.3;
- (v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;
- (vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Georgia Code Section 16-11-126 and pursuant to Georgia Code Section 16-11-129; and
- (vii) Only apply to the carrying of handguns which are concealed.

9.13.2 Definitions

The terms listed below are defined for purposes of this Policy as follows:

"Weapon" means and includes any pistol, revolver, or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

"Handgun" means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term "handgun" shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

"Electroshock weapon" means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

"Concealed" means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript

nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

"Preschool or childcare space" means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.