

# USG New External Site Request Form

## University System of Georgia

Institutions seeking to deliver courses or programs at a new external site must submit this form to obtain administrative approval from the USG Office of Academic Affairs at least 60 days prior to the implementation of the offerings at the site. (For additional requirements see [Academic and Student Affairs Handbook 2.3.7.1](#))

ALL fields are required unless otherwise noted. Please complete a separate form for each off-campus site requested.

Email the completed form and attachments to Jennifer McManus at [jennifer.mcmanus@usg.edu](mailto:jennifer.mcmanus@usg.edu).

Approved external sites will be issued an external site code and listed in the [USG External Site Report](#).

### **Requester Information**

Institution:

Name & Title:

Email Address:

Phone Number:

### **External Site Information**

**Name of Site – Building or Facility Name**

(Max of 150 characters. Do NOT enter the name of instructional program)

### **Type of Site:**

- 10 – USG institution
- 20 – USG facility other than part of a main campus (e.g., a USG Center)
- 30 – DTAE facility
- 40 – Public school/school district facility
- 50 – Military facility
- 60 - State/County/City facilities
- 70 – Corporate/other private entity, including private schools
- 80 – International entities
- 99 - Other

### **Site Location**

City/Town

County (select last menu option if outside GA)

State (select last menu option if outside the US)

Country (if outside the US)

Is the requesting institution the closest USG campus, or branch campus in geographic proximity to the site?

Yes

No

If the answer is NO, a letter of support or non-objection is required from the president of all institutions in closer proximity. Please attach supporting documents when submitting this form for approval.

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Are degree programs offered at this site?

Yes

No

Degree programs offered at this site

(Enter the name for each specifically authorized degree program offered.)

	Program Name
1.	
2.	
3.	

Are credit courses offered at this site?

Yes

No

Non-credit, Dual Enrollment, and Other courses offered at the site (check all that apply)

- Continuing/Professional Education
- Certification (please specify)
- Dual Enrollment
- Other (please specify)

Anticipated Start Date

Anticipated End Date