



Off-Campus Instruction Policy - Center Checklist

Policy A1.4A Off-Campus Instruction – Community Colleges and Universities

All Off-Campus Center proposals must be in a paginated document with a table of contents and submitted as a PDF addressing the specific items outlined below. Proposals will be reviewed on a rolling basis. Off-Campus Center proposals supported by THEC and the institution or governing board will be presented to the Commission for action at the earliest possible scheduled meeting.

Definition: An **off-campus center** is a location that is geographically apart from the main campus where students can enroll and complete academic programs. There must be a continuing administrative presence, evidenced by at least one full-time or part-time administrator housed on-site.

The following items must be included in the Off-Campus Center Proposal:

1. Prior to acquisition of facilities (please provide your best estimate for the proposed Center):
 - **Letter of Notification Proposing a New Off-Campus Center**
 - Including:
 - Proposed area for new center
 - Need for new center (please quantify need for location and program)
 - Community/Industry Support
 - Identify and describe the target population
 - Contribution to State's higher education completion agenda
 - Alignment with Institutional Master Plan
 - Proposed academic offerings
 - Estimated costs and revenue sources for new center
 - Facilities plans and timeline for facilities acquisition
 - Must include signatures and approvals from: Chief Academic Officer, Chief Financial Officer, and Facilities Manager at the institution and system (where applicable).
 - Must be received at least **90 days** in advance of any facilities acquisition, including lease and/or presentation to the State Building Commission and/or Office of the State Architect.
2. After acquisition of facilities:
 - **Off-Campus Center Location** (include name, address, county, distance from main campus)
 - **Proposed Implementation Date**
 - **Need for Center (include evidence of need and demand for the location)**
 - Needs Assessment (please quantify need for location and program)
 - Community/Industry Support
 - Identify and describe the target population
 - Contribution to State's higher education completion agenda
 - Alignment with Institutional Master Plan
 - Projected Enrollment
 - Headcount for five years
 - Full-Time Enrollment for five years
 - Need for Proposed Program Offerings

- **Finances** – Complete Operational Costs/Revenues Estimate for Off-Campus Center Location Excel file. Include a budget narrative outlining sources for funds, any external assistance, etc. Describe the facilities planned or in place for the location. Facilities proposed should be in alignment with the institution's Master Plan.
- **Faculty and Staff** - include information addressing faculty, administration, and support staff.
- **Proposed Program Offerings, Degree Designation, and CIP Code** - include the projected sequence of course offerings for full-degree completion.
- **Existing Programs Offered at Public institutions** – List all programs within the same CIP code definition at the same academic level (Certificate, Associate's, Bachelor's, Master's, Doctoral) currently offered by public institutions in the region of the proposed location.
- **Accreditation** – Upon approval by institution or governing board and THEC staff, it is the institution's responsibility to notify SACSCOC or other applicable accrediting agencies in accordance with their substantive change policies.