



Policy A1.4A Off-Campus Instruction – University & Community College

Form A1:4A: Establishing Off-Campus Site

Pursuant to T.C.A. §49-7-202(q)(3), the Tennessee Higher Education Commission (THEC) is to review all proposals for off-campus locations at public institutions. In accordance with THEC Policy A1:4A, an Off-Campus Site is a physical space that is generally used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual enrollment or dual credit offerings; workforce development opportunities, and short-term, specific instructional needs.

Institution: _____ **Date:** _____

Proposed Off-Campus Site Name: _____

Proposed Off-Campus Site Address: _____

County Name: _____ **Proximity to Main Campus (miles):** _____

The proposed site is within: ___ **County of Main Campus** ___ **Contiguous County** ___ **Elsewhere**
(If not within county of main campus, attach institutional agreements or provide explanation.)

Anticipated semester to begin offering classes (MM/YYYY): _____

Estimated Number of Students to be served during first semester: _____

Access to site is: ___ **Open** (Anyone Can Enroll) ___ **Restricted** (Only specific groups may enroll)

Coursework to be offered: ___ **Undergraduate** ___ **Graduate**

Site is expected to be: ___ **one-time** ___ **short-term** (1 academic year or less) ___ **long-term**

Has the site previously been assigned a site code: ___ **No** ___ **Yes, prior site code:** _____

Site Category is:

- ___ Higher Education Institution
- ___ Elementary, middle, or high school – Dual Enrollment ONLY
- ___ Elementary, middle, or high school – OTHER
- ___ Business or Community Center
- ___ Recreation facility
- ___ Other – Specify _____

Justification for Site Approval

Please provide a detailed justification of need, and an explanation of the intended purpose for this proposed site. The justification should include a detailed overview of (1) need, (2) demand, (3) operational costs and external financial support, and (4) coursework to be offered. Please use attachments as needed.

Cost Factors

Please include a short narrative around any shared expenses and resources to be used in the implementation of this proposed site (e.g., school district covers costs of materials). Attach additional documentation to this form, as needed.

Estimate all costs and external funds for the implementation of the proposed site.

Current and Projected Faculty		
Number of Faculty Needed	First Semester	First Year (long term only)
Existing full-time		
Existing Adjunct		
New full-time for site only		
Total		

Site Cost Estimation		
Anticipated Cost	First Semester	First Year (long term only)
1. New Personnel Costs		
2. Costs of rental/lease		
3. Term of Lease		
4. Estimated Cost of Utilities		
5. Other Total (a+b+c)		
<i>a. Equipment</i>		
<i>b. Maintenance</i>		
<i>c. Other (please explain in narrative)</i>		
Total (Sum 1-5)		
Anticipated External Funds		
Net Cost Associated with Site		

Approvals – *electronic signature acceptable*

Institution: _____ **Date:** _____

System/Governing Board: _____ **Date:** _____

THEC: _____ **Date:** _____

Site Code Assigned: _____ **Date:** _____

Note: Upon approval by System/Governing Board and THEC staff, it is the institution’s responsibility to notify SACSCOC or other applicable accrediting agency in accordance with their substantive change policies, where required.