



OFF-CAMPUS INSTRUCTIONAL SITES	
Responsible Official: PROVOST	Responsible Office: OFFICE OF THE PROVOST

Policy Purpose

This policy specifies requirements for establishing, maintaining, modifying, or closing Off-Campus Instructional Sites.

Policy Statement

ETSU is committed to providing a quality educational experience for all students, regardless of geographic location. The requirements, standards, and policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) apply to all institutional programs and services, wherever located, including Off-Campus Instructional Sites (OCISs). ETSU will establish, maintain, and operate OCISs in accordance with state requirements and accreditation standards to ensure high-quality programming for all students. OCISs, including dual enrollment sites, must comply with all ETSU policies and procedures.

I. SACSCOC Compliance.

To maintain accreditation with SACSCOC, ETSU is required to do the following (*the relevant SACSCOC Core Requirements and/or standards are shown in parenthesis following each requirement*):

- A. employ and regularly evaluate academic and administrative officers with appropriate experience and qualifications to lead the institution, including operations at OCISs (5.4: *Qualified administrative/academic officers*);
- B. employ a sufficient number of faculty to ensure the content, quality, and effectiveness of curricula, including those offered at OCISs (6.2b: *Program faculty*);
- C. ensure the appointment, employment, and evaluation of OCIS faculty with the appropriate qualifications in accordance with the institution's policies (6.2a: *Faculty qualifications* and 6.3: *Faculty appointment and evaluation*);
- D. provide OCIS faculty opportunities for professional development (6.5: *Faculty development*);
- E. establish comparability of instruction across locations (8.1: *Student achievement* and 8.2a: *Student outcomes: educational programs*);

- F. include OCISs in the institutional effectiveness process (*7.3: Administrative effectiveness, 8.2a: Student outcomes: educational programs, 8.2b: Student outcomes: general education, and 8.2c: Student outcomes: academic and student services*);
- G. provide students, faculty, and staff at OCISs access to the appropriate policies and procedures and other key public information (*10.1: Academic policies and 10.2: Public information*);
- H. provide students at OCISs access to the range of support services and resources necessary to successfully complete their education (*12.1: Student support services*);
- I. provide adequate and appropriate library and learning/information resources and services, as well as access to regular and timely instruction in the use of these resources (*11.1: Library and learning/information resources and 11.3: Library and learning/information access*);
- J. manage student complaints at OCISs in accordance with institutional policies and procedures (*12.4: Student complaints*);
- K. ensure adequate physical facilities and resources at OCISs that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities (*13.7: Physical resources*); and
- L. take reasonable steps to provide a healthy, safe, and secure environment at OCISs (*13.8: Institutional environment*).

The requirements listed above are proscribed by SACSCOC and are subject to change. If SACSCOC modifies, adds, or removes a requirement, this subsection will be updated accordingly to comply with any changes made by SACSCOC; such an update will be considered a technical change for policy administration purposes and not a substantive change.

II. Off-Campus Instructional Sites.

Prior to an ETSU personnel embarking on any of the following actions:

- A. establishing a new OCIS;
- B. making a non-programmatic change to an OCIS (e.g., relocation, change of name, change of address, closure, re-open);
- C. changing any Program offered at an OCIS (e.g., offering new courses or Programs, changing course offerings); or
- D. commencing a Program Closure at an OCIS,

the ETSU personnel proposing any of the aforementioned actions must:

1. secure appropriate governmental authority and/or degree-granting authority, if required, from the appropriate government agency or agencies; and
2. consult with the ETSU Accreditation Liaison to determine course of action, timelines, and any required notification to or approval by SACSCOC; and
3. submit SACSCOC notification and/or secure SACSCOC approval, if required. Note that a Program Closure at an OCIS – even if the Program continues to be offered at other locations or by other methods of delivery – requires SACSCOC approval in advance of the closure.

Authority: Focus Act § 49-8-203, et.seq; SACSCOC Principles of Accreditation: Foundations for Quality Enhancement; SACSCOC Substantive Change Policy and Procedures; THEC Academic Policy A1.4A - Off-Campus Instruction - Community College and University Policy; T.C.A. §49-7-202(q)(3)

Previous Policy: Off-Campus Instructional Facilities and Operations

Defined Terms

A defined term has a special meaning within the context of this policy.

Off-Campus Instructional Site (OCIS):	A location geographically apart from ETSU’s sole main campus where instruction is delivered.
Program:	A for-credit credential for which ETSU awards a degree, diploma, certificate, or other credential at any level of instruction.
Program Closure:	Ending admission or entry to a Program; not the cessation of instruction. Closure date is when students can no longer start, not the date instruction ends.

Policy History

Effective Date

- a. Initial: March 24, 2017
- b. Revised: 6/18/24

Procedure **N/A**

Procedure History

Effective Date

- a. Initial:
- b. Revised:

Related Form(s)

Scope and Applicability

Primary:

Secondary: