

B-5a PROCEDURE Additional Locations

Approvals

approval process.

overnors reviews and approves substantial changes to or the establishment of a new location when there is a budgetary impact requiring Board approval.

Following Board of Governors approval, the College seeks HLC approval to open or close a location within 30 days of the effective date.

The President appoints a Location Coordinator responsible for maintaining the

The College regularly monitors enrollment numbers at each location and reports them annually to the Higher Learning Commission when a location has become inactive.

The Vice President for Instruction and Vice President for Program Development seek approval from CCPE when an additional location is within 30 miles (by the most direct route on a hard-surfaced

programs are comparable in content and intended student outcomes to those offered at the off-campus center. COPE stipulates that SOC may make lease or other use arrangements for a term of one year or less for use of buildings at a cooperating institution at an additional location without prior Commission approval.

Notification to the United States Department of Education is required following HLC approval of any changes associated with an additional location.

Related Policy: **B-5** Created: **07/05/22**

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