

Policy Title: **Off-Campus Instructional Facilities and Operations**

Policy Type: Academic **New/revised:** Revised

Old Policy #: Permanent or Semi-Permanent Off-Campus Instructional Facilities: 2:01:01:01
Inter-Institutional Relationships & Off-Campus Offerings: A-020

Approval level: ☒ Board of Trustees
 ☐ President
 ☐ Vice President
 ☐ Other (specify here)

Purpose:

The purpose of this policy is to create standards and procedures for ETSU to establish *off-campus instructional facilities*.

Policy:

I. Introduction

- A. The Board recognizes and strongly supports Tennessee's long-standing public policy of providing access for Tennesseans to public higher education. Accordingly, the Board encourages every means of facilitating student access and success in all ETSU programs.
- B. The Board recognizes that many citizens, because of economic, family, work conditions, and geographic location, may find participation in post-secondary education difficult if not impossible.
- C. Therefore, the Board encourages all forms of distance education as well as other support services such as day-care, evening, week-end, and compressed scheduling of classes, sponsored scholarships, and financial aid. This will often entail establishing short and long-term instructional sites in locations throughout Northeast Tennessee and surrounding states.

II. Quality and Efficiency Standards

- A. All off-campus instructional facilities must meet standards established by The Southern Association of Colleges and Schools Commission on Colleges. The quality of instruction at all off-campus instructional facilities must meet or exceed the national standards of good practice and must be comparable in quality and outcomes to the instruction provided on the main campus.
- B. All off-campus instructional facilities must strive for quality and efficiency in all operations. Off-campus instructional facilities must be both conducive to learning and efficient in their operation.
- C. Whenever possible, ETSU will seek to offer instruction in schools, community buildings, industrial training centers, and other such facilities where suitable space is provided at little or no cost to the institution.

III. Establishment of Off-Campus Instructional Facilities

- A. All off-campus instructional facilities must receive site approval from the Tennessee Higher Education Commission and secure a site code. The request is sent from the Office of the Vice-President for Academic Affairs.
- B. ETSU must meet SACSCOC requirements for *establishing an additional location geographically apart from the main campus*.
- C. ETSU must seek approval and/or licensure through the appropriate governmental agencies for instructional facilities outside of Tennessee. Out of state facilities must have THEC approval and meet all SACSCOC standards and requirements.
- D. ETSU will not duplicate courses or programs at off-campus instructional facilities if equivalent courses or programs offered by another public higher education institution are available and accessible at the off-campus facility.
- E. Programs at all ETSU off-campus instructional facilities must align with community college programs and Tennessee Transfer Pathways whenever possible.
- F. The Board must approve any lease for an off-campus instructional facility that requires State of Tennessee approval.
- G. The Board must approve all *permanent off-campus instructional facilities*. The establishment of a permanent off-campus instructional facility must be thoroughly planned in advance. The Board is involved throughout the planning process.

3/24/2017 – approved by the Board of Trustees.