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**UT Offsite Location – Application for External Approval**

This form must be completed for any proposed location that meets one or more of the following criteria:

* Students can complete 50% or more of the courses leading to a degree program.
* Students can complete 50% or more of the courses leading to a Title IV eligible certificate.
* Students can complete degree program that they began at another institution even if the degree completion program provides less than 50% of the courses leading to a degree program.

**COLLEGE OBLIGATIONS**

The college in which this program/offsite location resides will be responsible for

* Payment of the original application fee to HLC.
* Completion of the UT Off-site Academic Program Annual Report.
* Payment of any fines incurred by the institution for any violations from failure to comply with accreditation/federal regulations.

**ACADEMIC AND ADMINISTRATIVE LEADERSHIP**

1. Describe the role of the individual responsible for overseeing operations at this location. Include the person’s title, his/her duties at the site; and an explanation of who this person reports to on the main campus.
2. Describe the role of other senior academic/administrative staff at the site. Include title(s) and duties/responsibilities.
3. Describe administrative services (e.g., admissions, financial aid, etc.) available at the site. If services are not available onsite, describe how students access such services.
4. Describe the academic student services (e.g., advising, tutoring, etc.) available at the site. If services are not available onsite, describe how students access such services.

**RESOURCES AND FACILITIES**

1. Describe the facilities of the off-site location. Include a description of administrative buildings, classrooms, computer labs, laboratories, study areas, social areas, technology, etc.
2. Describe any additional resources (e.g., space, technology) that will be needed because of delivering the program at the site and provide a timeline for acquiring/implementing such resources at the site.
3. Complete the table below to describe the library resources available at the site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **On-Site Physical Library** | **Credentialed Librarian On-site** | **Resources** | **Services** | **Hours of Operation** |
| Yes/No | Yes/No | e.g., number of volumes, access to OhioLink, computer labs, etc. | e.g., orientation, reference librarians, etc. |  |

1. Describe the role of the administrative head of the onsite library. In your response, include the number of individuals, position titles, duties and responsibilities, who the staff report to, and if any of these staff have faculty status.
2. If a full-service library is not available onsite, indicate how students, faculty and staff will access the resources and services of the main campus library.

**CURRICULUM AND INSTRUCTIONAL DESIGN**

1. Indicate whether alternative delivery options are available for the program at the site and indicate whether this is different from the delivery option used for the approved program at other locations:

|  |  |  |
| --- | --- | --- |
|  | Available | Currently Used in Approved Program |
| Accelerated | Yes/No | Yes/No |
| Hybrid/blended | Yes/No | Yes/No |
| Online | Yes/No | Yes/No |

**FACULTY**

1. Complete the faculty matrix below for courses in the program/major, including general education, to be offered onsite. A faculty member must be identified for each course to be taught at the site during the first two years of operation. If a faculty member has not yet been identified, indicate that as an “open position” and describe the necessary qualifications.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Instructor Name | Rank or Title | Full-time or Part-time | Degree Titles, Institution, Year (include discipline/field as listed on diploma) | Years of teaching experience in the field | Additional expertise | Title of the course(s) taught | Number of courses taught/year at ALL locations |
|  |  |  | Include discipline/field listed on diploma |  |  | Include course prefix and number |  |

1. Describe future faculty staffing plans for the program. Include a description of plans, if any, for adding courses and faculty after the initial two years of operation and a description of the plans to add faculty in response to increases in student enrollment.

**MARKET/WORKFORCE NEED**

1. Was a needs assessment/market analysis performed to determine the need for the program at the proposed site? If so, briefly describe the results of those findings.
2. Indicate the projected enrollments for the program over the next three years.
3. Indicate whether the institution consulted with advisory groups, business and industry, or other experts when considering moving the program to the proposed site. If so, briefly describe the involvement of these groups in the development of this request.

**ATTACHMENTS**

The following items should be attached to this completed form:

* Organizational chart for the location
* CV of the individual responsible for overseeing operations at the location
* Signed agreement/memorandum of understanding
* List of courses available onsite
* CV for every faculty member teaching in this program at the site

Submit completed application to: [Heather.Huntley@utoledo.edu](mailto:Heather.Huntley@utoledo.edu)