

Process for Requesting Course Offerings at Off-Campus Instructional Sites – Attachment for Procedure 5037

The Provost/Vice President for Academic Affairs is responsible for ensuring that off-campus course offerings are in compliance with SACSCOC policy and that required notifications and prospectuses for substantive change are submitted to SACSCOC in a timely manner. All course offerings at off-campus instructional sites that have not been approved by SACSCOC to offer 50% or more of credits toward a program of study must be approved by the Provost/Vice President for Academic Affairs. The process below outlines the steps for requesting approval for course offerings at off-campus instructional sites.

1. Requests to offer courses at off-campus sites originate with the campus Dean of Academic Affairs.
2. The campus Dean of Academic Affairs will submit requests to offer courses at off-campus sites to the Provost/Vice President for Academic Affairs as soon as possible, but no later than 30 days prior to the start of the planned course offerings, except in the situations outlined below.
 - a. If the request to offer courses at an off-campus site would cause the number of unique credit hours offered at that site to equal or exceed 25% of the credits required for a Polk State College program of study (i.e., degree, certificate, etc.), the request must be submitted no later than 90 days prior to the start of the planned course offering. The Provost/Vice President for Academic Affairs will notify the Vice President for Institutional Effectiveness, Accreditation, and Research, who will coordinate with the appropriate College personnel to prepare a notification letter to SACSCOC.
 - b. If the request to offer courses at an off-campus site would cause the number of unique credit hours offered at that site to equal or exceed 50% of the credits required for a Polk State College program of study (i.e., degree, certificate, etc.), the request must be submitted approximately one calendar year in advance of the start of the planned course offerings. The Provost/Vice President for Academic Affairs will notify the Vice President for Institutional Effectiveness, Accreditation, and Research, who will coordinate with the appropriate College personnel to prepare a prospectus for substantive change for SACSCOC review and approval.
3. The Provost/Vice President for Academic Affairs will review the request for compliance with SACSCOC policy regarding offerings at off-campus instructional sites. The campus Dean of Academic Affairs will be notified of this decision for further consideration, review, and scheduling.