

**CHANCELLOR'S PROCEDURE FOR POLICY
704.01: INSTRUCTIONAL SITES**

1. An instructional site is subject to Board and Alabama Commission on Higher Education (ACHE) review and approval. The following sites do not require approval by the Board and ACHE:
 - A. Prison sites where courses are taught exclusively for inmates and prison employees
 - B. Independent study
 - C. Study abroad
 - D. High school sites where courses are taught exclusively to high school students enrolled in early admission, accelerated or dual enrollment/dual credit programs. However, such offerings must be reported to the Chancellor and may require approval by appropriate accrediting agencies.
 - E. Military sites
 - F. Business and industry sites where only their employees are enrolled in the courses. However, notice of such offerings must be reported to the Chancellor.
2. All sites that are not covered by one or more of the categories above are subject to approval by the Board and ACHE. For these sites, the following regulations apply:
 - A. New instructional site proposals must be approved by the Board and ACHE before instruction begins.
 - B. A list of courses will be submitted for each semester/term with each new site proposal.
 - C. No off-campus site may be located nearer than 25 miles to a main campus of another college that offers similar instruction without the written consent of that college.
 - D. Once an instructional site is approved it does not require approval in subsequent years, but annual reports are required.
3. All sites, exempt and non-exempt, must be in full compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards and criteria pertaining to curriculum, faculty, administration, equipment, learning resources and student services. Council on Occupational Education (COE) guidelines will apply to institutions accredited by that agency. If offering federal financial aid, colleges must obtain approval from the United States Department of Education.
4. Regardless of status, colleges will submit an annual follow-up report for each instructional site each year to the Alabama Community College System (ACCS).
5. Site Approval Process
 - A. Instructional Sites:

The college will submit an ACCS-25 *Request for New Instructional Site* to ACCS for review. New instructional sites are approved by the Board and recognized as an information item by ACHE.

B. Off-Campus Instructional Sites:

To offer off-campus instruction in another college's service area, the proposing college must submit a *ACCS-25 Request for New Instructional Site* and a *ACCS-26 Agreement to Offer Off-Campus Instruction* signed by both presidents. Off-campus instructional sites are approved by the Board and approved by ACHE as a decision item.

The Chancellor may recommend the approval of an off-campus instructional site over the objection of a "host" President, if there is clearly a documented need for the proposed instruction which is not being met by the host institution. [**Note:** For the sake of maximizing resources, colleges are encouraged to explore all available avenues of delivering courses/programs through cooperative methods rather than through the implementation of new academic programs.

6. Site Requirements

A. Facilities:

- i. Site approvals are facility specific. If instruction is to be moved from one facility to another, regardless of the distance, this constitutes a new site that requires Board approval and recognition/approval by ACHE.
- ii. Courses must be offered in appropriate instructional environments, which are both safe and conducive to learning.
- iii. Laboratories of all types must be adequate to support the course offerings delivered at the site.
- iv. Whenever possible, instruction should be housed in existing facilities, particularly those that are made available without cost.

B. Resources:

Learning resources, including library resources, must be adequate to support the course offerings delivered at the site.

C. Administrative and Support Services:

Adequate administrative (supervisory) and support services must be provided at all instructional sites and off-campus instructional sites.

D. Relationship to the Master Academic Program Inventory:

Courses offered at all instructional sites or off-campus instructional sites must be in the Academic Inventory for the proposing college.

E. Student Contact Hours:

The number of student contact hours required in a course offered at an instructional site or off-campus instructional site will be equal to the number required on the campus.

F. Admission and Course Completion Requirements:

Admission and course completion requirements must be the same as the requirements on the campus.

G. Faculty Qualifications:

Qualifications and credentials for instructors at instructional sites and off-campus instructional sites must meet the requirements of the Board's Faculty Credential Policy and policies of the college's regional accrediting body