

**SITE REQUEST FORM
ALABAMA COMMUNITY COLLEGE SYSTEM**

College _____

Location of Proposed Site:

Name of Facility

Street Address

City

County

Administrator directly responsible for this site:

Name _____

Title _____

Telephone _____

Contact person at site if other than Administrator above:

Name _____

Title _____

Telephone _____

Is the proposed site within the College's designated service area?

Yes _____ No _____

If the proposed site is outside of the College's assigned service area, please forward to the Department of Postsecondary Education a signed copy of the *Agreement to Offer Off-Campus Instruction*.

The proposed facility is (check one)

- a. Provided free of charge _____
 b. Rented by the institution _____
 c. Leased to purchase _____
 d. Owned by the institution _____
 e. Other _____

If the site falls under category b or c, please describe in the most applicable space below, the terms of the agreement.

- 1A. \$ _____ per room
 \$ _____ per month
 \$ _____ per term _____ term
 \$ _____ per year

- 1B. If the site falls under category b or c, are the utilities and maintenance costs included?

Yes _____ No _____ If no, what is the cost? _____

2. Describe the facilities which are available at the site to support the proposed course(s) and/or program(s).

	Number Available	Estimated Number of Student Stations
Standard Classrooms		
Science Laboratories		
Computer or Word Processing Laboratories		
Vocational/Technical Labs		
Administrative Offices		
Faculty Offices		

- 2A. If computer or word processing courses are being considered, provide the following information:

_____ terminals are available at the proposed site

_____ printers are available at the proposed site

6. Describe why instruction at the proposed site is necessary.

7. Provide a description of how student demand for the proposed site was determined. If a survey of potential students was conducted, provide a copy of the survey instrument, the number of surveys distributed, the number of responses received, and a summary of those responses.
