

PROCEDURE FOR OFFERING COURSES OR PROGRAMS AT OFF-CAMPUS SITES

Due to the complex external reporting requirements for initiating and discontinuing off-campus programs and sites (UNCG, UNC General Administration, SACSCOC, US Department of Education, and Homeland Security), as well as emergency notification issues, the Office of Assessment, Accreditation, and Academic Program Planning and the University Registrar's Office **must be aware of all off-campus instruction.*** Individual guidance will be provided by completing the [Substantive Change Checklist](#) and emailing it to skjessup@uncg.edu (Kate Humphries in the Office of Assessment, Accreditation, and Academic Program Planning) for all off-campus activity:

- ▶ Offering a course at an off-campus site
- ▶ Initiating new program(s) at a site that is not approved by SACSCOC
- ▶ Offering new program(s) at an approved site
- ▶ Relocating an off-campus site to a new location

***Notify the Office of Assessment and Accreditation when courses or programs will no longer be offered at an off-campus location.**