

Procedure: 5.1.10p. (IV.L) College Campuses

Revised: September 25, 2001; August 6, 2001; April 23, 2001;
February 1995; March 1991
Last Reviewed: October 14, 2016
Adopted: March 1991



I. PURPOSE:

All requests for establishing a new campus must go to the State Board of the Technical College System of Georgia. The name submitted to the State Board will become the official name and will be used for all agency purposes. All requests for authorization shall first be approved by the Technical College's local board.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties
State Board POLICY 5.1.10. College Campuses

III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Requesting Establishment of a New Campus. All requests for establishing a new campus must go to the State Board of the Technical College System of Georgia. The name submitted to the State Board will become the official name and will be used for all agency purposes. All requests for authorization shall first be approved by the Technical College's local board.

If the establishment will require any budgetary action at the State level, the request for authorization shall be made within the Performance Accountability System (PAS) utilized in the preparation of the annual Departmental budget request. If the establishment will require no budgetary action at the State level, a request for authorization may be submitted to the State Board at any time during the year.

Requests through Performance Accountability System. A request for a new campus through the Performance Accountability System shall follow all standard procedures for a capital outlay request, along with meeting the following supplemental guidelines:

Justification of Need. The justification for the new campus shall clearly show why offering the programs and services is preferable to starting or expanding the programs at other campuses of the Technical College. The impact on existing programs of the same type at the requesting Technical College and nearby private or public Technical Colleges shall be discussed. Normally,

data, such as primary program assessment data, shall show that such existing programs and services are generally operating at capacity, or it shall be shown that a new campus will serve a population that is not currently being served. Via an employment demand survey and other data in the Performance Accountability System's Community Needs Assessment module, it shall be shown that sufficient employment demand and potential student population exist to support the request.

Facilities and Equipment. The Performance Accountability System request must clearly show how adequate facilities and equipment will be provided. Additional funds for facilities, operations or equipment, if required, shall be included in the Performance Accountability System request. Facility requirements will be considered a component of the overall institutional master plan and must become a part of the annual facility capital outlay budget planning process.

Personnel. Full-time and part-time personnel may be used at a new campus, just as at an existing campus, as called for by the program or course. Technical Colleges should transfer vacant positions to the new campus rather than request new positions, when such unused positions are available. The request shall assure that all personnel shall meet the same Terms and Conditions of Employment requirements that would be in effect for similar programs, courses or services at a main campus.

V. ATTACHMENTS:

Attachment 5.1.10p.a1. New Campus Request

Performance Accountability System (see: <http://teched.tcsg.edu/aie.php>)

VI. PROCEDURE:

Criteria for Approval of a New Campus.

- 1) A request must be submitted in a designated Performance Accountability System application form by an existing Technical College under the policy jurisdiction of the State Board, with the approval of the local governing board or board of directors.
- 2) The purpose of a new campus must include providing one or more complete certificate, diploma, or degree programs that are Title IV eligible in response to the documented need in that location. (Otherwise, the location is an instructional site and does not need State Board approval.)
- 3) There must be a documented need for the training to be provided as well as evidence that there is a continuing need for the program(s) such that the need could not be met through established off-campus programs delivered by the main campus of an existing institution or in collaboration with other similar institutions.
- 4) There must be evidence that the available population base meets minimum requirements relative to the proposed offerings and interest is such that student enrollments will be forthcoming on a continuing basis.
- 5) The initial and annual operating costs, compared to benefits provided, must be consistent with similar programs conducted on the main campus.

VII. RECORD RETENTION: n/a

Attachment: 5.1.10p.a1.

NEW CAMPUS REQUEST*
Proposal Cover Page

Name of College:

Proposed name of new campus:

Address:

Program Offering:

What programs *are planned* for this campus?

(A new program request must be submitted for each program.)

Name of Program	Anticipated Implementation Date	Date Approved by Local Board	Is this Program Title IV Eligible?

Note:

If any of the programs are eligible for Title IV financial aid, documentation from the accrediting agency must be submitted to the United States Department of Education along with the request for the location to offer Title IV aid.

Do you want to open this campus if TCSG state funds are not allocated? **

Signature of President

Date:

* All locations offering at least 50% programs of study which are Title IV eligible are required to request State Board approval.

** Funds must still be requested in the usual Capital Outlay process.

New Campus Proposal

JUSTIFICATION:

Statement of Purpose:

Statement of Need for new campus in the Service Area (Examples of topics that may be included- student interest, employment opportunities, demand for services, and trend analysis. If a survey was used to determine local need, please include survey results.):

Anticipated Enrollment:

STUDENTS	YEAR1	YEAR2	YEAR3
Day			
Evening			

Describe process for estimating enrollment:

ACCREDITATION:

Accrediting agencies required to be notified (check all that apply):

COC is this a branch campus (*offering both administrative and instructional services*)

Yes when was COC approval received?
No move to section B below

Section B

Initiating Off-campus Sites	Prior Approval Required	Prior Notification Required	Time Frame for Contacting COC
Student can obtain 50 percent or more credits toward program ***	yes	Yes Date	6 months
Student can obtain 25-49 percent of credit	No	Yes Date	Prior to implementation
Student can obtain 24 percent or less	No	No	NA

*** Please provide date approval received from COC

COE please indicate type of campus below

- branch campus (*offering both administrative and instructional services*)
- Instructional center (*offering only instructional services*)
- extended classroom (*offering one instructional area*)

"An institution must submit a business plan to COE when planning to establish a new branch or extension at least 30 days prior to becoming operational. An application for a new branch or extension will not be accepted until any substantive changes requiring a site visit have been granted final approval."

Please provide date approval received from COE

Other (please specify)

Revised: June 3, 2009