

The Tennessee Higher Education Commission

Off-Campus Site Approval Form

(Use a separate form for each site approval request.)

General Information

Institution:

Site/Building Name:

Site Address:

County Code (5 digit)

Proximity to Main Campus in Miles:

Is site within:

designated service area

expanded service area

not within service area (attach institutional agreements or provide explanation)

Intended use is expected to be: short term (one year or less)

long term (greater than one year)

Building Square Feet:

Lot Size (if applicable):

Justification for Site Approval

Please provide a detailed justification of need, and an explanation of the intended purpose for this proposed site. Specify the course(s) and/or program(s) planned for delivery at this site during the first year. The justification should include a detailed overview of community and employer support, projected demand, and external financial support for the project as applicable. Please use attachments as needed.

(Use additional pages as necessary.)

Identify the population(s) served:

Estimated number to be served during first semester:

Degree Credit

CEUs

____Headcount

____Headcount

____FTE

Cost Factors

Estimate **all costs** to be incurred by the implementation of the proposed site for the **first year**. Please attach additional documentation to this form as needed to fully disclose all projected costs.

Expense:

Number of faculty used: ____existing F/T ____adjunct ____new F/T for site only

Estimated instructional costs: \$_____

Cost of rental/lease: (if applicable) \$_____

Term of lease: (if applicable) _____

Estimated cost of utilities: (if applicable) \$_____

Other (equipment, maintenance, etc.) \$_____

Anticipated external funds to cover initial start-up costs \$_____

Signatures

Institution

TBR/UT

THEC

Date:

Date:

Date:

Approved: _____ / _____
Dr. Paula Myrick Short, Vice Chancellor for Academic Affairs Date

