



Office of University Accreditation
University of North Texas
1155 Union Circle #313001
Denton, Texas 76203-5017

Hurley Administration Building Room 360
940.565-2453

From: Kim Faris, Accreditation Coordinator
Re: Adding an Off-Campus Site for Instruction

To ensure compliance with SACSCOC, US Department of Education, THECB and the Cleary Act requirements for off-campus sites for instruction, please complete the attached form for each **new off-campus site** where instruction will be offered. ***This form should also be used to reactivate a closed site.***

To assist us in properly identifying each location, please include:

- Full name of the building
- Full street address
- Courses and programs to be taught at this location during the first academic year
- The reason for instruction at this site
- The date when instruction is to begin at this site.

When the form has been fully completed and signed by the Department Chair and the Dean, please forward to the University Accreditation Office, Hurley Administration Building, Room #360, Attention: Kim Faris.

If you wish to send the completed form electronically please send to Kimberly.Faris@unt.edu.

Request to Add a UNT Off-Campus Instructional Site

Location of New Site: _____

Location Code: (to be assigned by Registrar) _____

Institution/Business Name (if applicable): _____

Street Address: _____ Building Name: _____

City: _____ Room number: _____

Is the university renting, leasing, or is there some type of written agreement (including an informal one, such as a letter or an e-mail) for use of the space?

Yes or No

If yes, please attach a copy of the written agreement to this form.

Please include the name and address of your contact at this location:

Courses to be taught at this location for the next academic year:

Will this be as a dual credit course or a videoconferencing course? _____

Reason for instruction at this site: _____

Date when instruction is to begin: _____

Date when instruction is going to end: _____

Chair's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Provost's Signature: _____ Date: _____

Please forward completed request form to the Office of University Accreditation, 360 Hurley Administration Building, Attn: Kim Faris (Kimberly.Faris@unt.edu)

Director of University Accreditation

_____ Date: _____

Form revised by Office of University Accreditation (10-21-2016)