

## **FSU-5.101 Educational Locations**

(1) Pursuant to Florida Board of Governors (BOG) Regulation 8.009, Educational Locations, the following approval process is hereby established for the establishment, reclassification, relocation, or closing of educational locations apart from the main campus. Furthermore, the establishment of an academic program in which a student may receive at least 25 percent of credits toward an academic program (e.g., degree, major, certificate) at any location other than an approved FSU campus or site triggers notice to or approval from the university's institutional accreditation agency and should be cross-referenced with FSU Policy 9-2, Substantive Change.

(2) Approval for Instructional Sites and Other Sites as defined by BOG Regulation 8.009

(a) The President may establish educational locations defined as instructional sites and other sites consistent with any additional notification requirements provided as follows. Proposals for a new location may only be advanced by a dean or a member of the President's cabinet and must include prior review and comment by the institutional accreditation liaison.

1. If the intent is that a location defined as instructional site or other site will transition to a location type that requires BOG approval, notification must be provided to the Chancellor of the State University System (SUS) in advance of establishing the site. The Chancellor may require collaboration with other SUS institutions and/or BOG approval of the site prior to its establishment.

2. The President must notify the Chancellor in writing regarding any proposal for the establishment of any location outside the United States before it is approved. This notice must include the following elements:

- a. Relationship of the location to the university's mission and strategic plan;
- b. Any known legal requirements of the host country that must be met to establish and operate a location in that country, the legal jurisdiction that will be applicable to university operations, and a plan and timeline for meeting those requirements;
- c. Any financial obligations the university is responsible for relating to the operation of the location;
- d. A risk assessment of the university's responsibility for the safety of students, faculty, and staff, including a mitigation plan;
- e. The process by which the university will exercise control over the academic programs, faculty, and staff if the programs are not operated exclusively by the university; and
- f. Any additional requirements outlined by BOG Regulation 9.012, Foreign Influence.

3. If the university would like to offer an existing program or more than half of the total required credits of an existing program at a new site, the university must provide details on the location change to the Chancellor and collaborate with the president of any impacted SUS institution.

(b) The President may close locations defined as instructional sites and other sites provided the decision is accompanied by a written teach out plan, consistent with FSU Policy 3A-4, that is developed by the relevant college for each affected academic program in consultation with the university's institutional accreditation liaison. The only exception to the President's authority to close one of these location types is when the site is funded by the Legislature or established pursuant to law, in which case the BOT must approve the closure. Documentation justifying the closure shall be submitted to the BOT, along with confirmation that the President or designee has communicated with legislative leadership regarding the closure. Upon approval of the closure, the BOT shall submit its approval and any supporting documentation to the BOG so the Chancellor may notify the Governor and Legislature.

(3) Approval for Additional Campuses and Special Purpose Centers as defined by BOG Regulation 8.009

(a) Pursuant to BOG Regulation 8.009 Educational Locations, prior to the acquisition, establishment, reclassification, relocation, or closing of additional campuses or special purpose centers, the President shall consult with the Chancellor to inform strategic planning.

(b) The establishment, reclassification, relocation, or closing of an additional campus or special purpose center, including the acquisition of real property for such educational sites, shall be approved by the BOT and, subsequently, by the BOG.

(c) Proposals for the establishment, relocation, or reclassification of additional campuses and special purpose centers shall be developed using the format provided by the BOG and submitted by the President to the BOT for approval and subsequently to the BOG for approval. If the action requires submission of a prospectus to the university's institutional accreditor, that document is required as part of the BOT review and approval process. Approvals that involve any of the following conditions require additional coordination or information.

1. If the university would like to offer lower-division (1000- and 2000-level) courses at an additional campus, the President must collaborate with the presidents of the Florida College System and/or State University System institutions in that area to ensure that the course offerings are not duplicative.

2. If a university would like to offer a new degree program or programs at a new campus or special purpose center, the university must follow the steps in Regulation 8.011, Academic Degree Program Coordination and Approval, and collaborate with the president or designee of any impacted SUS institution.

3. If the university would like to offer an existing program or more than half of the total required credits of an existing program at a new campus or special purpose center, the university must provide details on the location change to the Chancellor and collaborate with the president of any impacted SUS institution.

4. Proposals for the establishment of additional campuses or special purpose centers outside the United States shall also include the following additional information:

- a. Relationship of the location to the university's mission and strategic plan;
- b. Any known legal requirements of the host country that must be met to establish and operate a location in that country, the legal jurisdiction that will be applicable to university operations, and a plan and timeline for meeting these requirements;
- c. Any financial obligations the university is responsible for relating to the operation of the location;
- d. A risk assessment of the university's responsibility for the safety of students, faculty, and staff, including a mitigation plan;
- e. The process by which the university will exercise control over the academic program, faculty, and staff if the programs are not operated exclusively by the university; and
- f. Any additional requirements outlined by BOG Regulation 9.012, Foreign Influence.

(d) Proposals for closing campuses and special purpose centers shall be submitted by the President to the BOT and subsequently to the BOG using the format specified by the BOG.

#### (4) Oversight of Educational Locations

(1) The Provost or designee is responsible for monitoring enrollment and academic program offerings at all university campuses and locations and submitting an annual report to the President.

(2) If enrollment increases at a location beyond what was approved by the BOG, the university should notify the BOG and submit a plan for maintaining enrollment at the approved level or reclassify the location.

(3) If enrollment falls below the minimum designated for the location as defined herein for three consecutive years, the university shall develop and implement a plan for increasing the enrollment, reclassifying the site, or closing the site. An exception to this provision shall be made for a Type III campus that was approved by the BOG for establishment at an enrollment below the minimum designated in BOG Regulation 8.009(1)(b)(4)(3). In such cases, if enrollments fall below the BOG-approved minimum for that site for three

consecutive years, the university shall develop and implement a plan for increasing enrollment, reclassifying, or closing the site.

Authority: Board of Governors Regulation 1.001(3), (4), 8.009. History: New \_\_\_\_\_.