



**APPLICATION FORM FOR APPROVAL OF EXTENSION CENTERS AND  
INTERINSTITUTIONAL CENTERS**

Please provide the following information for the proposed extension center or interinstitutional center. (For this purpose, an academic year is defined as a period from September 1 of one year to August 31 of the following year.)

**I. General Information**

1. Address of center \_\_\_\_\_
2. Days and hours of operation \_\_\_\_\_
3. Road mileage from center to the principal campus of the institution \_\_\_\_\_
4. List the number of credit-bearing courses (Do not count multiple sections of a single course as separate courses.):
  - a. Offered during the last academic year \_\_\_\_\_
  - b. Offered and projected for the current academic year \_\_\_\_\_
  - c. Projected for the next academic year \_\_\_\_\_

(For this purpose an academic year is defined as the period from  
September 1 of one year to August 31 of the following year.)

5. List the number registrations in credit-bearing courses at the center. (Please note that this is not a headcount of students enrolled at the center but a cumulative total of enrollments in all courses at the proposed center during the academic year.)
  - a. In the last academic year \_\_\_\_\_
  - b. In the current academic year \_\_\_\_\_
  - c. Projected for the next academic year \_\_\_\_\_
6. Please describe how the institution will assure that no complete programs will be offered at the center on any schedule.  
\_\_\_\_\_
7. Date when courses began or will begin to be offered at this location \_\_\_\_\_

## **II. Academic Information**

### **A. Resources**

- 1. Describe the facility, overall, including the number, condition, and accessibility of classrooms, faculty offices, and administrative offices at the center.**
- 2. If science, computer, or other courses normally requiring laboratories, studios, and /or special equipment are offered, describe the facilities provided at the center. If no such courses will be offered, please state this.**
- 3. Describe how students at the center will have access to traditional and electronic library resources and describe the nature of the resources. If there is an on-site library, describe staffing for the library (number of staff and their credentials) and the library's days and hours of operation**

### **B. Curriculum**

- 1. Provide:**
  - a. A marked current catalog that indicates all credit courses that have been offered or are projected to be offered at the center.**
  - b. Course descriptions of any credit-bearing courses that are unique to this location.**
  - c. A list of any credit courses that are not accepted toward the completion of any degree offered by the institution.**
- 2. Indicate the maximum percent of a degree or certificate program a student may complete at the center.**

### **C. Faculty**

- 1. List by name, department, or division of the college, and full-time or part-time status all faculty who offer courses at the center. (Regular full-time faculty at the institution who teach at the extension center on overload are considered full-time. Full-time administrators at the institution who regularly teach at least one course per year are considered full-time faculty.)**
- 2. Describe the degrees, teaching experience, and pertinent professional experience for all faculty offering courses at the center in areas in which they do not possess a graduate degree.**

### **D. Administration**

- 1. Describe the administrative organization of the center, noting specifically the name(s) and role(s) of the center administrator(s) and the relationships, including lines of responsibility, to the administration at the principal center. Indicate which administrators will be assigned full-time to the extension center.**

2. Describe the admissions procedures and criteria, diagnostic testing, remediation services, and academic advising at the center.

**Planning Implications**

**A. Financial Implications**

**1. Five-Year Estimate of Expenditures:**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Faculty Salaries					
Administrative Costs					
Facilities & Equip. Costs					
Library					
Other (specify)					

**2. Five-Year Estimate of Revenues:**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Tuition Income					
Public Funding: Federal					
State					
Local					
Foundation Support					
Other					

**Note:**

- 1) If any outside funding (e.g., foundation support) is anticipated, please indicate how the costs of the center will be covered should such funds not be available.
- 2) Please detail any financial agreements with other institutions for joint operation of any center(s).

**B. Need Implications**

**1. Justify, briefly but convincingly, the need for the proposed center:**

- Population to be served
- Why need is not now being met by other institutions
- How will need be met by establishment of the center?

**a. Describe succinctly how need was measured or estimated:**

- i. methodology used in collecting and analyzing data related to need
- ii. potential employers of students to be enrolled at the proposed center (if appropriate)
- iii. numbers of students, or special groups of students, who may have requested establishment of the center.

- b. Explain briefly how the operation of the center will affect the proposing institution, and how the courses to be offered at the center are related to the overall mission of the institution.

### **C. Abstract for an Extension Center**

Prepare a one- or two-page abstract summarizing the application for the extension center. The abstract should summarize information from all of the sections of the application.

The Department sends the abstract to other New York to other colleges and universities in the region of the proposed extension center as a basis for their comments and advice on the need and demand for the proposed center and its potential effect on other institutions and programs.

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## **BRANCH CAMPUSES**

### **Protocol for review of Branch Campuses**

Each program of study at a branch campus or institutional program (a branch on the campus of another college) requires registration. For each program to be offered at a branch, a completed new program registration application form must be submitted to the Office of College and University Evaluation (OCUE) for review. The new program registration application form is available at the following link: <http://www.nysed.gov/college-university-evaluation/register-or-change-program>.

Branch campus and institutional programs also require Regents review and approval of an amendment of the institution's master plan. Information regarding master plan amendment is available at the following link: <http://www.nysed.gov/college-university-evaluation/proposals-requiring-master-plan-amendment>. The master plan amendment supplement form must be submitted to OCUE with the new program registration application form(s). The master plan amendment supplement form is available at the following link: <http://www.nysed.gov/college-university-evaluation/proposal-register-general-academic-program>.

For independent institutions, concurrent charter amendment may also be needed. Information regarding charter amendment is available at the following link: <http://www.nysed.gov/college-university-evaluation/proposals-requiring-charter-amendment-or-amendment-certificate>. Petition for charter amendment must be submitted with the required fee to the Department's Office of Counsel. After that Office has reviewed the petition for legal sufficiency, it will be forwarded to OCUE and will become a part of the proposal for a branch campus.

In addition to the review of the submitted proposal, OCUE will conduct a site visit to the proposed branch campus with a team of peer reviewers.