

B-5a PROCEDURE Additional Locations

Approvals

- SCC is approved for HLC's Notification for Additional Locations, which facilitates an expedited approval process.
- SCC's Administrative Team authorizes the opening, relocating, or closing of additional locations.
- Southeast Community College's Board of Governors reviews and approves substantial changes to or the establishment of a new location when there is a budgetary impact requiring Board approval.
- Following Board of Governors approval, the College seeks HLC approval to open or close a location within 30 days of the effective date.
- The President appoints a Location Coordinator responsible for maintaining the institution's additional location and campus records in HLC's online system.
- The College regularly monitors enrollment numbers at each location and reports them annually to the Higher Learning Commission when a location has become inactive.
- The Vice President for Instruction and Vice President for Program Development seek approval from CCPE when an additional location is within 30 miles (by the most direct route on a hard-surfaced roadway) of another public institution's principal campus where offered courses or degree programs are comparable in content and intended student outcomes to those offered at the off-campus center. CCPE stipulates that SCC may make lease or other use arrangements for a term of one year or less for use of buildings at a cooperating institution at an additional location without prior Commission approval.
- Notification to the United States Department of Education is required following HLC approval of any changes associated with an additional location.

Related Policy: B-5

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