



## AA-15: ANNUAL REVIEW OF OFF-CAMPUS INSTRUCTIONAL SITES

Issued: 2/5/2025

Revised:

Reviewed:

Monitoring Unit: Office of Institutional Effectiveness

**I. PURPOSE:** This policy outlines the procedures and expectations for the annual review of Off-Campus Instructional Sites (OCIS).

### II. DEFINITIONS:

**Off-Campus Instructional Site (OCIS)** – A location (1) geographically apart from an institution’s sole main campus and (2) where instruction is delivered. If instruction is delivered by distance education (synchronously or asynchronously) to a location geographically apart from an institution’s sole main campus — AND — if a student is required to be at the location to receive instruction, then the location is an off-campus instructional site.

**Program** – An academic program of study leading to a degree, diploma, certificate, or other credential at any level of instruction.

### III. PROCEDURES

1. At the conclusion of the academic year, each program will submit an annual report for each of its off-campus instructional sites. The report should include:
  - a. Student data related to enrollment, retention, and completion
  - b. Faculty data related to sufficiency of faculty for program requirements
  - c. Data related to physical facilities, including sufficiency, access, and needs
  - d. Information on access to and sufficiency of student services, library/learning resources, and information technology at the site
2. Each OCIS must be visited by the dean, academic dean, or their designee of the respective school at least once per academic year.
3. OCIS annual reports will be reviewed by the Academic Affairs Council before being accepted and approved by the Vice Chancellor of Academic Affairs.

### IV. REFERENCES

SACSCOC Substantive Change Policy and Procedures (revised December 2024),  
<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>