Proposed USF System Policy

Number: 0-235

Subject: Educational Sites: Establishment, Reclassification, Relocation, and Closure

I. INTRODUCTION (Purpose and Intent):

Pursuant to Florida Board of Governors Regulation 8.009, Educational Sites, this Policy provides authority for administration related to the establishment, reclassification, relocation, and closure of educational sites. All sites separate from the main campus including international sites, sites located in other states, the acquisition of real property, and the leasing of sites fall under this policy. In the USF System, these educational sites include the two regional institutions (USF Sarasota-Manatee and USF St Petersburg), the CAMLS location in downtown Tampa, several international locations, and other sites such as local high schools and business and industry locations where USF programs and courses are offered for the convenience of students.

II. DEFINITIONS:

The following Board of Governors definitions shall apply:

(a) **Main Campus**: the primary site of university educational, research, and administrative activities.

(b) **Additional Campus**: includes sites with separate regional accreditation and is defined as an instructional and administrative unit of a university, apart from the main campus, that primarily offers students upper-division undergraduate and graduate programs, as well as a wide range of administrative and student support services appropriate for the
number of student FTE served, and reflects a relatively permanent commitment by a university for the foreseeable future, not an occasional, time-limited, or transitory activity, in facilities which are university-owned, university-leased, or jointly used with another public institution. Such campuses are generally classified as one of three types:

1. **Type I Campus**: a university operation that has obtained and continues to maintain an enrollment level of more than 2,000 university student FTE in courses which lead to a college degree. A Type I Campus typically provides a broad range of instruction for numerous full and partial degree programs, research activity, and an extensive complement of student services.

2. **Type II Campus** is defined as a university operation that has obtained and continues to maintain an enrollment level of 1,000 to 2,000 university student FTE in courses which lead to a college degree. A Type II Campus typically provides a moderate range of instruction for full and partial degree programs, limited research activity, and a moderate complement of student services.

3. **Type III Campus** is defined as a university operation that has obtained and continues to maintain an enrollment level of at least 300 but less than 1,000 university student FTE. The Board may, within its discretion, require an operation with less than 300 FTE to be presented to the Board for approval if the operation otherwise meets the remaining criteria in this sub-paragraph. A Type III Campus typically provides a limited range of instruction for full and partial degree programs, limited research activity, and a limited complement of student services.
(c) *Special Purpose Center*: a unit of a university, apart from the main campus, that provides certain special, clearly defined programs or services, such as research or public service, and reflects a relatively permanent commitment by a university for the foreseeable future, not an occasional, time-limited, or transitory activity, in facilities which are university-owned, university-leased, or jointly used with another public institution. Instructional programs or courses leading to a college degree are typically not offered at special purpose centers. Cooperative extension sites are not considered special purpose centers.

(d) *Instructional Site*: a temporary instructional unit of a university, apart from the main campus, that provides a limited range of instructional programs or courses leading to a college degree, in facilities not owned by the institution.

(e) *Special Purpose Site*: a unit of a university, apart from the main campus, that provides services of an educational or community outreach nature which are other than instruction leading to a college degree, in facilities not owned by the institution. Instructional programs or courses leading to a college degree are typically not offered at special purpose sites.

III. **STATEMENT OF POLICY**

(a) The following approval process is hereby established for the establishment, reclassification, relocation, or closing of educational sites apart from the main campus (Note that the establishment of an academic program at which a student may receive at least 25% of credits toward a degree at any site away from the home campus constitutes automatic invocation of this policy and should be cross-referenced with USF Policy 10-061, Substantive Change):
i. **Instructional Sites and Special Purpose sites.**

1. The President of the University of South Florida System is authorized by the Board of Trustees (BOT) of the University of South Florida System to establish or close instructional and special purpose sites consistent with the University System’s strategic plan with the exception of instructional or special purpose sites funded by the Legislature or established pursuant to law.

2. If an instructional or special purpose site scheduled for closing is funded by the Legislature or established pursuant to law, the University System BOT must approve the closure. Documentation justifying the closure shall be submitted to the BOT along with confirmation that the University has communicated with the legislative leadership regarding the closure. Upon approval the University of South Florida System BOT shall submit its approval and any supporting documentation to the Board of Governors (BOG).

ii. **Additional Campuses and Special Purpose Centers**

1. Prior to the acquisition, establishment, reclassification, relocation, or closing of additional campuses or special purpose centers, the System President shall consult with the Chancellor of the State University System to inform system-wide strategic planning.

2. 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 University of South Florida System BOT and, subsequently, by the BOG. Except for that which may be expressly authorized by law, capital outlay funds for expenditure on additional sites may be requested by the BOT, through the BOG, to the Legislature. Prior to authorization of such funds, other funds may only be expended for purposes of planning for the additional site. Approval from the BOG must be obtained in order to seek separate accreditation for additional campuses or special purpose centers.

3. Proposals for the establishment, relocation or reclassification of additional campuses and special purpose centers shall be submitted by the University of South Florida System President to the University of South Florida System BOT and subsequently to the BOG using the appropriate format developed by the Office of the BOG. Such format shall include the following elements:

a. Accountability
b. Needs assessment
c. Academic programs
d. Administration
e. Budget and facilities
f. Student services
g. Monitoring of implementation.
4. Proposals for the establishment of additional campuses (instruction or educational sites) or special purpose centers outside the United States shall also include the following elements in addition to those in (3)(a)(ii)(3):

   a. Relationship of the international program to the University Strategic Plan

   b. Legal requirements of the host country that must be met to establish and operate a campus or special purpose center as well as the legal jurisdiction applicable to operations, and a plan and timeline for meeting these requirements

   c. A risk assessment of the University’s responsibility for the safety of students, faculty, and staff including a mitigation plan

   d. If the program is not overseen completely by the University, a complete description of the University’s control over academic programs, faculty, and staff

   e. Details of exit agreements with foreign partners or governments

5. Proposals for closing additional campuses and special purpose centers shall be submitted by the University of South Florida System President to the University of South Florida System BOT and subsequently to the BOG using the format specified by the Office of the BOG. If the educational site has been established pursuant to law, the proposal shall include a request for the BOG to initiate a dialogue with the University and legislative leadership regarding the appropriateness of seeking statutory changes.
6. The University of South Florida System President or designee is responsible for monitoring the enrollment at the University’s campuses. If enrollments fall below the minimum designated for the site 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 the above rule 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, Section (2)(b)(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.

Authorized and Signed by:

Ralph Wilcox, Provost and Executive Vice President

Judy Genshaft, President