



**Tennessee Higher Education Commission
Off-Campus Site Approval Form**

Date: _____

Institution: _____

Site/Building Name: _____

Site Address: _____

County Code (5 digit) _____

Proximity to Main Campus in Miles: _____

Is site within:

_____ designated service area

_____ expanded service area

_____ not within service area (attach institutional agreements or provide explanation)

Has this site previously been assigned a code? Y/N

If yes, what was the previous code? _____

Justification for Site Approval

Please provide a detailed justification of need, and an explanation of the intended purpose for this proposed site. The justification should include a detailed overview of community and employer support, projected demand, and external financial support for the project as applicable. Please use attachments as needed.

Estimated number of students to be served during first semester: _____

Expected term offering of classes at proposed off-campus site: _____

Cost Factors

Estimate **all costs** to be incurred by the implementation of the proposed site for the first semester. Please attach additional documentation to this form as needed to fully disclose all projected costs.

Expense:

Number of faculty needed:

___ existing full-time ___ adjunct ___ new full-time for site only

Estimated instructional costs:

\$ _____

Cost of rental/lease: (if applicable)

\$ _____

Term of lease: (if applicable) _____

Estimated cost of utilities: (if applicable)

\$ _____

Other (equipment, maintenance, etc.)

\$ _____

Total Expenses:

\$ _____

Anticipated external funds to cover initial start-up costs

\$ _____

Approvals

_____	_____
Institution	Date
_____	_____
Governing Board	Date
_____	_____
Commission Staff	Date

Site Code Assigned: _____ **Date:** _____