

Request for the Addition of a New Off-Site Teaching Location

Prior to a course being scheduled at a previously un-approved off-site location (i.e., a location away from the SHSU main campus in Huntsville, TX), the following form must be submitted for approval.

Department:

Requester Name:

Email:

Phone:

Proposed Location (Name of Facility):

Proposed Location (Physical Address (Street, City, State, Zip, County):

Semester and year of initial course offering at proposed location: Semester Year

Is the proposed location a temporary (one-time offering or less than one academic year) or long-term (continued offering or more than one academic year) course location?

Temporary Long-Term

What percentage of a degree will be able to be completed at this proposed location? %

List the degree program(s) to which the location applies:

Briefly describe the need/rationale for course offerings at this proposed location:

Approval Signatures:

Academic Dean

Date

SACSCOC Liaison

Date

Office Use Only

Building Liaison:

Building Abbreviation:

The approved request will be forwarded by the SACSCOC Liaison to the University Registrar. The registrar will assign the Building Abbreviation and forward copies of the form to the Director of Financial Aid, Campus Space Planner, and the Chief of the University Police Department.