	ACADEMIC AFFAIRS GUIDELINES

Section 2.3	Academic Programs	
Title:	Request to Offer an Existing Degree Program at a New Site	
Number (Current Format)	**Number (Prior Format)**	**Date Last Revised**
2.3.2.4.A	II.D.1, 2.11	06/2019
Reference:		
Related Form(s):	AAC Form – New Site Request Form *(Credentials Required)*	

Approval Summary Quick View

New Site   ► CAO   ► AAC Program Tracker   ► Univ. Website   ► AAC   ► BOR

1. A **new site** request is a request to offer an existing graduate program or undergraduate program (including degrees, majors, minors, specializations, and certificates) at a new location. Examples of a new location include offering the program online through distance education, at an off-campus location, at the Community College for Sioux Falls, or Black Hills-Rapid City.

2. Board of Regents (BOR) action is required to offer a program at a new site.

3. The university Vice President for Academic Affairs (VPAA) will review the new site request with the system Chief Academic Officer (CAO). The notification to the system CAO shall occur at least one AAC meeting prior to the initial posting of the new site proposal. If the proposal involves new courses for the university, the notification to the system CAO shall include a brief justification for the new site and evidence that the program does not duplicate existing programming within the Regental system (or that the duplication is justified).

4. The Executive Director grants formal approval to move forward with the new site request and for posting on the AAC Program Tracking Dashboard.

5. Program development notifications will be posted to the AAC Program Tracking Dashboard, and institutions shall have the opportunity prior to the next AAC meeting to make formal inquiries with the posting institutions about the intent and nature of the program. Such inquiries shall be made directly with the provost/VPAA at the posting institution and should include both the system CAO and the system Assistant Vice President for Academic Affairs.

6. The system CAO and the Executive Director may approve, deny, or send the proposal form back to the campus for revisions. The Executive Director has final authority for advancing a new specialization request forward for AAC review and to the Board of Regents. Final recommendations to the Board may outline Board staff or institutional concerns for the requested new site in the "Impact and Recommendation" section of the Board cover sheet.

7. The system CAO will place the request on the AAC agenda.

8. Proposals approved by the AAC move to the agenda of the Board of Regents for review and approval.

SOURCE:

AAC May 2015; October 2018 (Clerical); June 2019 (Clerical).