



## Office of University Accreditation

University of North Texas

1155 Union Circle #311246

Denton, Texas 76203-5017

Hurley Administration Building Room 135

940.565-4266

**From:** Claudia Cooper, Accreditation Coordinator

**Re:** Adding an Off-Campus Site for Instruction

To ensure compliance with SACSCOC, US Department of Education, THECB and the Clery Act requirements for off-campus sites for instruction, please complete the attached form for each **new off-campus site** where instruction will be offered. ***This form should also be used to reactivate a closed site.*** If you would like to confirm that the site is indeed a new site for UNT, please email [Claudia.Cooper@unt.edu](mailto:Claudia.Cooper@unt.edu) for confirmation.

To assist in properly identifying each location, please include:

- Full name of the building
- Full street address
- Courses and programs to be taught at this location during the first academic year
- The reason for instruction at this site
- The semester when instruction is to begin at this site.

When the form has been fully completed and signed by the Department Chair and the Dean, please forward to the University Accreditation Office, Hurley Administration Building, Room #135, Attention: Claudia Cooper.

If you wish to send the completed form electronically, please send it to: [Claudia.Cooper@unt.edu](mailto:Claudia.Cooper@unt.edu).

## UNT Form to Add an Off-campus Site for Instruction

Please forward completed request form to the Office of University Accreditation, 135 Hurley Administration Building,  
Attn: Claudia Cooper (Claudia.Cooper@unt.edu)

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Business name of the building where instruction will occur at the new site: \_\_\_\_\_

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Name of the school district or university or entity that owns the building: \_\_\_\_\_

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(Examples: Smith Elementary within Dallas ISD; Educational Services Building of Denton ISD; Dallas City Hall, City of Dallas;  
Ferguson Building at Midwestern State University)

Physical street address of the building where instruction will occur:

Street Address: \_\_\_\_\_ Floor: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Room number: \_\_\_\_\_

Is the university renting, leasing, or is there some type of written agreement (including an informal one, such as a letter or an e-mail) for use of the space? **If yes**, please attach a copy of the written agreement to this form.

**Yes or No**

Please include the **name and address of your contact** at this location: \_\_\_\_\_

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Semester when instruction is to begin: \_\_\_\_\_

Which **courses** will be taught at this location for the next academic year and for **which degree or certificate**?

Will this be as a dual credit course or a videoconferencing course? \_\_\_\_\_

Reason for instruction at this site and how long do you anticipate using the site: \_\_\_\_\_

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Do you plan to offer 25% or more of your program at the site? \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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UA Office Use Only

University Accreditation Approval \_\_\_\_\_ Date: \_\_\_\_\_

Location Code: (to be assigned by Registrar) \_\_\_\_\_