

## NOTICE OF PROPOSED REGULATION

Date: June 26, 2013

**REGULATION TITLE:**  
Educational Sites

**REGULATION NO.:**  
UCF-2.034

**SUMMARY OF REGULATION:** This new regulation is created to regulate the university's establishment, reclassification, relocation, and closing of educational sites apart from the main campus, including international educational sites and educational sites located in other states, and for the acquisition of real property on which such educational sites will be located.

**AUTHORITY:** BOG Regulations 1.001 and 8.009

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION:**

Diane Z. Chase, Executive Vice Provost, Academic, Faculty and International Affairs

**COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:**

Regulations Administrator  
4000 Central Florida Blvd.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
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**FULL TEXT OF THE PROPOSED REGULATION:**

### **UCF-2.034 Educational Sites**

(1) General. Pursuant to Board of Governors Regulation 8.009, this regulation is created to regulate the University of Central Florida's establishment, reclassification, relocation, and closing of educational sites apart from the main campus, including international educational sites

and educational sites located in other states, and for the acquisition of real property on which such educational sites will be located.

(2) Definitions.

(a) The following Board of Governors definitions of educational sites shall be used for classification purposes under this regulation:

1. Main campus is defined as the primary site of university educational, research, and administrative activities.
2. Additional campus, including one that has received separate regional accreditation, 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 the 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.

(b) Campus Types.

1. Type I Campus is defined as 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 of Governors may, within its discretion,

require an operation with less than 300 FTE to be presented to the Board of Governors 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 is defined as a unit of the 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 (but may be under certain circumstances) at special purpose centers. Cooperative extension sites are not included in the definition of special purpose center.
- (d) Instructional site is defined as a temporary instructional unit of the 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 is defined as a unit of the 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 University of Central Florida. Instructional programs or courses leading to a college degree are typically not offered (but may be under certain circumstances) at special purpose sites.

(3) Procedures. The following approval processes for establishing, reclassifying, relocating, and closing educational sites apart from the main campus will be utilized by the University:

- (a) As an initial part of the process that may lead to the acquisition, establishment, reclassification, relocation, or closing of additional campuses or special purpose centers, the President shall consult with the Chancellor of the State University System to inform system-wide strategic planning.

- (b) Instructional sites and special purpose sites may be established and closed by the University consistent with this regulation. If an instructional or special purpose site scheduled for closing has been funded by the Legislature or established pursuant to law, the University shall provide documentation to the Board of Governors justifying the closure, and shall initiate a dialogue with legislative leadership regarding the closure.
- (c) Establishing, reclassifying, relocating, or closing an additional campus or special purpose center, including acquiring real property for such educational sites, shall be approved by the Board of Trustees and, subsequently, by the Board of Governors. No capital outlay funds shall be requested of the Legislature or expended, except for planning, prior to such approvals being obtained.
- (d) Proposals for the establishment, relocation, and reclassification of additional campuses and special purpose centers shall be submitted by the President to the University's Board of Trustees and, subsequently, to the Board of Governors, using the appropriate format(s) developed by the Office of the Board of Governors. Such format(s) shall address, at a minimum, the following elements: Accountability, Needs Assessment, Academic Programs, Administration, Budget and Facilities, Student Services, and Monitoring of Implementation.
- (e) In addition to addressing the elements specified in subsection (3)(d), a proposal for the establishment of international campuses and special purpose centers shall include the following elements:
  1. The relationship of the international program to the University's mission and strategic plan;
  2. Any known legal requirements of the host country that must be met to establish and operate a campus or special purpose center in that country and the legal jurisdiction that will be applicable to the University's operations, and a plan and timeline for meeting those requirements;
  3. A risk assessment of the University's responsibility for the safety of students, faculty, and staff, including a plan to mitigate these risks;
  4. How the University will exercise control over the academic program, faculty, and staff, if the program is not operated exclusively by the University; and

5. Details on any exit agreements with foreign partners or governments.
- (f) Proposals for closing additional campuses and special purpose centers shall be submitted by the President to the Board of Trustees and, subsequently, to the Board of Governors, using the format(s) specified by the Office of the Board of Governors. The proposal shall include a request for the Board of Governors to initiate a dialogue with the University and legislative leadership regarding the appropriateness of seeking statutory changes, if the educational site has been established pursuant to law.
- (4) Prior to seeking separate accreditation from the Southern Association of Colleges and Schools for an additional campus, the University shall secure approval from the Board of Trustees and the Board of Governors.
- (5) The University shall annually monitor enrollment at its additional campuses. If enrollments fall below the minimum designated for the site as defined in (1) for three consecutive years, the University shall develop and implement a plan for increasing enrollment, reclassifying the site, or closing the site. An exception shall be made for a Type III Campus that was approved by the Board of Governors for establishment at an enrollment level below the minimum designated in Section (2)(b)(3). In that case, if enrollments fall below the Board of Governors-approved minimum for that site for three consecutive years, the University shall develop and implement a plan for increasing enrollment, reclassifying the site, or closing the site.

*Authority: Board of Governors Regulation 8.009. History: New \_\_\_\_\_-13.*