

UCF-2.034 Educational Locations

(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 locations 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. Within Florida, on-site lower-level (1000- and 2000-level) courses shall be offered only on a university's main campus unless approved by the Board of Governors.
2. Additional campus, including one that has received separate institutional accreditation, is defined as an instructional, research, and administrative unit of a university, that is apart from the main campus. Additional campuses require Board of Governors' approval and meet the following requirements:
 - a. Primarily offers students upper-division undergraduate and graduate programs.
 - b. Provides a wide range of administrative and student support services appropriate for the number of student FTE served.
 - c. Reflects a relatively permanent commitment by the university in facilities that are university-owned, university-leased, or jointly used with another public institution.

(b) Additional 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) International Site: A unit of a university other than an additional campus or special purpose center located outside the United States.
- (e) 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.
- (f) Other site is defined as a location apart from the university in the United States primarily intended for non-instructional functions. Limited courses or community outreach services may be available at such locations; however, entire degree programs may not be offered at locations classified as other sites.
- (g) Relatively Permanent Commitment: Maintaining continuously, beyond the length of a single course, for any purpose related to offering a degree or certificate program, a physical location away from the main campus, including classrooms, teaching laboratories, or other facilities for student instruction. Externships, internships, residencies, clinical rotations, student fieldwork, and other similar educational experiences do not constitute a relatively permanent commitment. The convening of students for orientation, testing, practica, and group seminars or projects does not constitute a relatively permanent commitment.

(3) Procedures. Proposals to establish, relocate, or close an educational location may be subject to substantive change reporting and in some cases, prior approval by the university's institutional accreditor. Parties initiating such actions should therefore cross-reference the university's policy on substantive change. The following approval processes for establishing, reclassifying, relocating, and closing educational locations apart from the main campus will be utilized by the University:

- (a) Instructional and Other Sites.
 - 1. The President is authorized to establish, relocate, reclassify, or close instructional and other sites where 50 percent or more of an educational program will be offered consistent with this regulation, BOG Regulation 8.009, and the University's strategic plan, except for closure of an educational location that was funded by the Legislature or established pursuant to law. Instructional or other sites proposed to offer less than 50 percent of any educational program (e.g., for short-term study abroad), may be established, relocated, or closed by deans, vice provosts, or as otherwise consistent with the university's policy concerning contract signatory authority.

2. To offer lower division (1000- and 2000-level) courses at an instructional or other site, the President must collaborate with the presidents of any state college or state university in that area to ensure that course offerings are not duplicative, and also notify the Chancellor.
 3. To offer a new degree program at an instructional or other site, the University must follow BOG Regulation 8.011, and collaborate with the president of any impacted state university.
 4. To offer an existing program or more than half of the total required credits of an existing program at a new location, the University must provide details of the location change to the Chancellor and collaborate with the president of any impacted state university.
- (b) Additional Campuses and Special Purpose Centers.
1. 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.
 2. 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. Except as may be expressly authorized by law, no capital outlay funds shall be requested of the Legislature or expended, except for planning, prior to such approvals being obtained.
 3. 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.
- (c) Any location outside of the United States.
1. The university president must notify the Chancellor in writing regarding any proposal for the establishment of any location outside the United States regardless of type. The proposal to establish any location outside the United States should include the following:
 - a. The relationship of the international program to the University's mission and strategic plan;
 - b. Any known legal requirements of the host country that must be met to establish and operate a location in that country and the legal jurisdiction that will be applicable to the University's operations
 - c. Any financial obligations the university is responsible for relating to the operation of the location.
 - d. A risk assessment of the University's responsibility for the safety of students, faculty, and staff, including a plan to mitigate these risks;

- e. How the University will exercise control over the academic program, faculty, and staff, if the program is not operated exclusively by the University; and
 - f. Any additional requirements outlined in Board of Governors Regulation 9.012 Foreign Influence.
- (d) International Sites: All international sites must follow the provisions in (3)(c). After informing the Chancellor in writing according to these provisions, the President or designee is authorized to approve the establishment, reclassification, relocation, or closing of international sites.
- (e) 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.
- (f) If the university seeks to close an educational location of any type that was funded by the legislature or established pursuant to law, the university shall provide notification to the Chancellor, and the Chancellor shall provide notification to the Governor and legislature.
- (g) The President or designee shall annually monitor enrollment at its additional campuses. If enrollment increases at locations beyond what was approved by the Board of Governors, the University should notify the Board office and submit a plan for maintaining enrollment at the approved levels or reclassifying the location. If enrollments fall below the minimum that was approved by the Board of Governors for three consecutive years, the University shall notify the Board office and submit a plan for increasing enrollment, reclassifying the site, or closing the site.

Authority: Board of Governors Regulation 8.009. History: New 7-26-13. Amended 7-7-14, 12-4-25.