

INTRODUCTION

NLU Offsite Locations - NLU offers several offsite locations as part of the institution's historical commitment of access and to bring higher education directly to its adult students. One way we do this is through additional locations in the workplace or locations conveniently accessible to students.

The Outreach and Strategic Enrollment Management team works with community partners to deliver curricula to student cohorts at their place of employment or locations often more convenient to them. See Appendix A for the Outreach and Strategic Enrollment Management *Process for Offsite Credential Offerings*.

BACKGROUND

Key Definitions

Additional Location (based on federal definition) – A facility that is geographically apart from the main campus, where instruction takes place and it is possible for students to do one or more of the following:

- Complete 50% or more of the courses in educational programs leading to a degree, certificate, or other recognized educational credential.
- Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree).

An additional location may qualify as a branch campus under circumstances that meet the definition of the branch campus.

There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition.

An additional location typically does not have a full range of administrative and student services staffed by the facility's personnel. Such services may be provided from the main campus or another campus.

A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.

Note: This requirement does not apply for locations in which there is a general computer lab that students might use for distance delivery courses.

An additional location has active status when students are enrolled. Its status is inactive when students are not enrolled. The status can change between active and inactive without approval from HLC. However, a location may only be classified as inactive with no student enrollment for a maximum of two consecutive years. At that point, HLC will require the institution to close the location.

Campus/Branch Campus (same as federal definition) - An additional location of an institution that is geographically apart and independent of the main campus of the institution. HLC considers a location of an institution to be independent of the main campus if the location has all four of the following attributes:

- It is permanent in nature.
- It offers courses in educational programs leading to a degree, certificate or other recognized educational credential.
- It has its own faculty and administrative or supervisory organization.
- It has its own budgetary and hiring authority.

Course location - A facility that is geographically apart from the main campus where instruction takes place and where it is not possible for students to do either of the following:

- Complete 50 percent or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.
- Complete 50 percent or more of a degree completion program.

	Offsite Location	Branch Campus
Permanent or leased building		✓
Students attend courses in-person	✓	✓
Offer courses that lead to a credential	✓	✓
Its own faculty & staff		✓
Separate budget		✓
Hiring authority		✓

Contractual Arrangement: Prior HLC approval or notification may be required for substantive changes related to the initiation, modification or renewal of contractual arrangements. A contractual arrangement is an arrangement in which the institution outsources some portion of its academic programs—that is, degrees or certificates offered for academic credit—to:

- An unaccredited institution.
- An institution that is not accredited by an accreditor recognized by the U.S. Department of Education.
- A corporation or other entity.

The services provided by the contractual party may include instruction, oversight of the curriculum, assurance of the consistency in the level and quality of instruction and in expectations of student performance, and/or the establishment of the academic qualifications for instructional personnel.

Consortial Arrangements: An arrangement in which an HLC-accredited institution develops an agreement with an institution or group of institutions, all of which are accredited by accreditors recognized by the U.S. Department of Education—that is, the consortial party(ies)—through which the consortial party(ies) agree to provide some portion of one or more educational programs (i.e., degrees or certificates offered for academic credit) offered by the HLC-accredited institution.

While HLC does not specifically review consortial arrangements, we are required to notify HLC or obtain prior approval based on other substantive changes, such as a new academic program and/or if we provide instruction through the consortial arrangement at an offsite location and it is possible for students at that location to complete 50% or more of an academic program, we must

apply for approval of that site as an additional location. This is the case even if, among the consortial partners involved, our instruction at that location accounts for less than 50% of the academic program.

REGULATORY ENTITIES & ROLES

NLU's institutional accreditor, the Higher Learning Commission (HLC), serves as a gatekeeper for the Department of Education in helping ensure students are receiving the same quality education at offsite locations as they would on the main campus. State agencies also have their own quality assurance mechanisms in place.

Higher Learning Commission (HLC) - NLU is part of the Notification Program for Additional Locations because we have demonstrated that we meet the standards of successfully overseeing at least three locations and we are in good standing with HLC. We have appropriate systems in place to ensure quality control, regular evaluation, adequate faculty, facilities, resources and support.

Department of Education (USDE) - Additional locations must be submitted through the E-App after HLC approval (and CIE approval for Florida locations). This allows for students at the offsite location to be eligible for federal aid. Recognized accrediting agencies are also required to visit additional locations of institutions that operate at least three such locations ([34CFR §602.22](#)). See Multi-Location Visit section for more information on how HLC and NLU complies with this regulation.

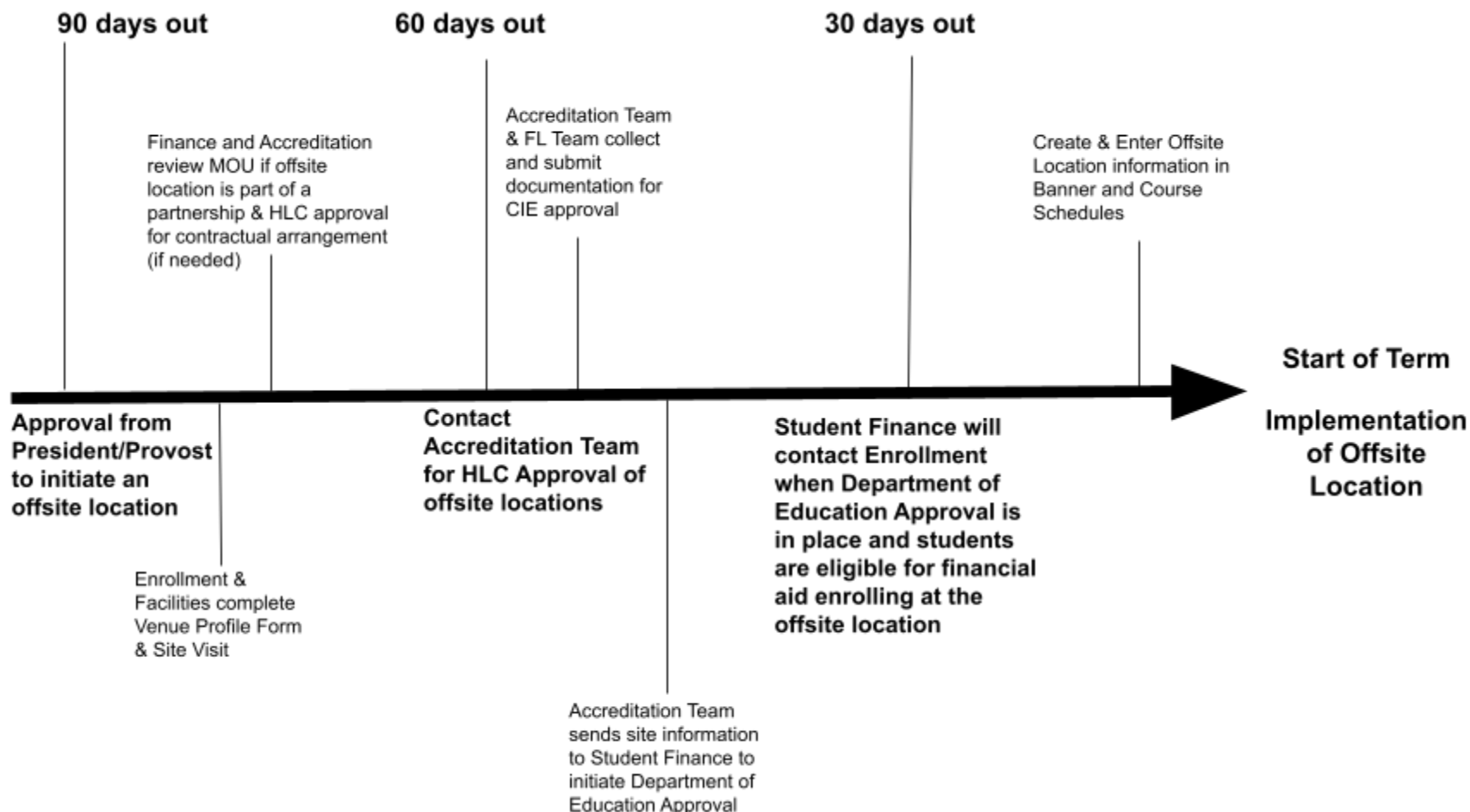
Illinois Board of Higher Education (IBHE) - Additional locations outside of NLU's home regions may need IBHE approval. This approval process takes 6-9 months.

Commission for Independent Education - Florida (CIE) - Additional locations are reported. CIE requires a current Fire Inspection Report and Facility Use agreement/lease for each offsite location. Please send the Fire Inspection Report and Facility Use Agreement/Lease to the Accreditation Team to initiate CIE approval. CIE approval is forwarded to the Executive Director of Student Finance to send with the Department of Education update.

Programmatic Accreditation - NLU programs that have specialized accreditation may also have to meet specific requirements set by the accreditor. Please check with the Program Director and Programmatic Accreditor for details. [List of accredited programs can be found here.](#)

PLANNING

Timeline - This is a three-month approval process prior to the term in which the program will be offered at the offsite location. Please work backwards from the implementation term to determine an accurate timeline for obtaining all approvals.



Planning Considerations

- Contact the Accreditation Team early in the planning process to determine approvals and timelines (set up a call)
- Approvals must be in place before advertising or marketing for an offsite location and/or partnership
- Make offsite locations a standing agenda item at College/Department Meetings with Enrollment
- The Executive Director of Outreach and Strategic Enrollment Management and Florida Executive Director coordinate process for offsite locations. They will initiate the approval process.

APPROVALS

Internal Approvals

- ALL offsite locations must be approved by the President. In the request to the President, please state if the location is part of a long-term strategy or partnership and who initiated the partnership.
- If the location is part of a partnership, a Memorandum of Understanding may be required. Please contact the VP of Finance for more details.
 - HLC approval may be required for the partnership as well. Please send a draft MOU (if applicable) to the Accreditation Team for review before signing. Review the [Partnerships Guide](#) for other details and possible approvals needed.
- Facilities Management is required to conduct a site visit/inspection of the premises and to document these actions in a Venue Profile Form (VPF), Appendix B. The inspection process can take up to two weeks and is required of ALL offsite locations, not just Additional Locations. *Florida locations will also need to collect a current Fire Inspection Report and Facility Use agreement/lease for the offsite location.

External Approvals

- **HLC** - additional locations must be added to HLC's Location and Campus Update System in Canopy. The official HLC letter of approval takes one month from submission to receive.
- **CIE** - additional locations must be approved. For approval, send HLC letter of approval (or screenshot), fire inspection report, and facility use agreement/lease for the location to CIE. Takes up to 30 days.
- **Department of Education** - offsite locations must be added to the E-App. Adding locations requires HLC and CIE (if applicable) approval documentation. Takes up to 30 days to update. **Financial aid cannot be**

dispersed until the update is complete. The Executive Director of Student Finance will provide updates on the approvals.

- **IBHE** - Additional locations outside of NLU's home regions may need approval. NLU's home regions include Chicago, North Suburban, and South Metropolitan. NLU is also approved to operate and grant a few IBHE Board-approved degrees in Central, Fox Valley, Prairie, West Suburban, and Western Regions. Contact the Accreditation Team for specifics. A [map of the IBHE regions can be found here](#).
- **Programmatic Accreditation** - Please check with the Program Director and Programmatic Accreditor for details on approvals needed for offsite locations.

MAINTENANCE

Monitoring Offsite Locations

- **Quarterly**
 - Keep additional locations ACTIVE with HLC if students will be meeting at the physical location.
 - Change additional locations to INACTIVE if students will not be meeting at the location but we plan to use the location again within 18 months.
 - CLOSE the additional location if the location has been INACTIVE for 18 months and/or if we do not plan to the location again.
- **Annually**
 - Venue Profile Forms for offsite locations are only valid for two years. Determine which offsite locations will expire and work with Facilities to schedule a site visit to update the Venue Profile Form.

MOA Centralized Filing - All MOAs, addenda, and articulation agreements are saved by the Registrar's Office. Please contact the Registrar's Office if you require a copy of documentation.

Banner - Please work with Facilities and Scheduling to ensure offsite location information, including building and room codes, are entered in Banner. Available resources are linked below.

- [Creating NEW Buildings and Rooms in BANNER](#)
- [Entering Location Data in BANNER](#)
- Make sure room codes are entered into each course/CRN

Multi-Location Visit - HLC, as the gatekeeper for the Department of Education, conducts site visits to a sample of an institution's active additional locations in accordance to [34CFR §602.22](#). The site visits are conducted to evaluate the quality of higher education delivered at the particular location. HLC conducts these visits every five years. See the [HLC Multi-Location Visit procedure document](#) for more information.

Appendix A

Process for Offsite Credential Offerings

(created by Enrollment & Marketing)

IDEATION

1. In collaboration with the colleges and the client/school district, conduct needs analysis and a review of NLU's capabilities.
2. Review and discuss with internal Leadership and Accreditation teams selected credential/workshops/certificates requested by client/school district.
3. Identify/review specialized organization/district requested content.
4. Review NLU-tuition discount, organization's tuition assistance program and enrolled employee's cost obligations.

APPROVALS

5. Determine NLU faculty and instructional logistics. If more than 50% of a credential is to be offered onsite, check with Facility Management to ensure site meets general approved criteria and to start the **Offsite Location Guide**. Note: Location approval process takes 90 days.
6. Determine engagement/outreach efforts and outline the strategies for reaching employees.
7. Final draft of engagement strategy reviewed and approved by organization.
8. Offsite engagement strategy shared with Dr. Nivine Megahed and the Accreditation Team.

PRE-LAUNCH PREPARATION

9. Select appropriate joint organization/NLU enrollment team. Instruct team on specifications of organization policies and procedures.
10. Identify NLU internal support team and review role, responsibilities, and expectations of each member of the team.
11. Implement engagement strategy in #7 above. Revise as required based on weekly status meeting.
12. Use consultative approach to offer sessions with interested employees, 24-hour follow up with leads to set up student appointments.
13. Select class start date and location; develop specific class schedule to meet clients' needs regarding tuition reimbursement schedule.

14. Determine implementation timeline for start date; create projected cost sheet from schedule; create reimbursement plan with NLU discount.
15. Submit class start form once adequate volume of applications are obtained to secure cohort start.
16. Consult NLU Campus Service Director to arrange onsite class audio/video needs, class size, day and time selected, hospital procedures, etc.

LAUNCH AND FOLLOW UP

17. Conduct registration meetings or register students by email; Send welcome email or letter to all students regarding class start information.
18. Partnership manager to visit the first night of class or orientation meeting with the instructor.

EVALUATION OF PROGRAM/PARTNERSHIP

19. Quarterly check-in with onsite cohort by assigned faculty advisor
20. Visit and exit interview conducted by Program Chair/Dean at last class of onsite offering.

Appendix B

Venue Profile Form (VPF)

National Louis University

Off-site Venue Selection

Venue

To be completed by NLU Enrollment

Venue's Official Name: _____

Address: _____

Venue Contact:

Name: _____

E-mail Address: _____ Phone: _____ Fax: _____

Venue Profile

To be completed by Venue Contact or designee

Availability & Access

When is the facility available for use:

Days: ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Time Period: Start time _____ End time _____

Are there dates that the facility is not available for use, i.e. holidays, institute days, scheduled maintenance, etc.?

How are emergency closings communicated or listed?

Are the rooms available for use in the summer? ☐ Yes ☐ No

Is the building open for entry or are the doors secured? ☐ Secured ☐ Open Access

Are there ADA compliant entryways available? ☐ Yes ☐ No

What door should we enter? _____

Who has authority to sign contracts and approve room requests? _____

NLU requests three weeks notice for adequate and equal venue relocation, should the originally assigned site become unavailable. Fire, power failure, and flooding aside, is your organization able to provide such notice? ☐ No ☐ Yes

Emergency Closings

Who do we contact for any type of closing at your venue?

Name: _____

Phone: _____

Email: _____

Charges and Fees

Room Rates: Daily \$_____ Hourly \$_____

Additional Staffing Fees if applicable: \$_____ Hourly \$_____

Cleaning Charges if applicable: \$_____

If internet access is available, is there a fee for use? ☐ No ☐ Yes, Daily \$_____ Hourly \$_____

To whom do we make checks payable? _____

Parking / Transportation / Safety

Nearest major intersection or landmark: _____

Is well-lit on-site parking available? ☐ Yes ☐ No

Is there a fee for parking? ☐ No ☐ Yes, Fee Amount _____

If not, are there nearby parking accommodations? Please provide details.

Is there access to public transportation, bus or train stop nearby? ☐ Bus ☐ Train

What is the proximity of the train station and/or bus stop to the building? _____

Are fire/evacuation plans posted? ☐ Yes ☐ No Where? _____

Will there be public safety personnel on site? ☐ YES ☐ NO

If not, how is the building supervised? _____

Who is on-site when our classes are in session? _____

Facility Amenities

Is there air conditioning in the building? ☐ Yes ☐ No

Are there ADA compliant restrooms available? ☐ Yes ☐ No

For an appropriate fee is there available access to copy machines? ☐ Yes ☐ No

Are students permitted to bring in food and drinks? ☐ Yes ☐ No

Is there access to vending machines, drink & snack machines? ☐ Drinks ☐ Snacks

If food & drinks are not permitted in individual class rooms, where are students allowed to eat and drink? _____

Is there a recycling program at your venue? ☐ Yes ☐ No

Room Amenities

What is the room capacity (how many people per room)? _____

Is there appropriate adult size furniture, free standing tables and chairs? ☐ Yes ☐ No

Are there white boards/chalk boards to available to our instructors?

☐ Whiteboard ☐ Blackboard Other _____

Technology

Is there access to:

☐ LCD projector ☐ Computer/Laptop ☐ DVD ☐ TV ☐ VCR ☐ Overhead Projector

☐ **Internet Access:**

If there is internet access available, is it restricted in any way? ☐ Yes ☐ No

Is wireless access available? ☐ Yes ☐ No

How do we access the connection? _____

Are PC labs available upon request and availability? ☐ Yes ☐ No

Additional Location Request

To be completed by NLU Enrollment

Proposed Credential (degree program, certificate, endorsement): _____

Can students complete 50% or more of courses of a degree, certificate or endorsement at this location?

☐ Yes ☐ No

Would courses completed at this location enable students to complete 50% or more of a degree completion program?

☐ Yes ☐ No

Proposed Term Start: _____

***Selection of this location is driven by:**

☐ Requested by School District/Organization

☐ NLU Efforts to Meet Regional Market Demands

**Courses offered through a partnership at offsite locations need site approval by HLC regardless of percentage of program offered.*

Site Approval

The [Offsite Location Approval Process](#) takes up to 90 days. No advertising or marketing is allowed until approvals are in place. Please be sure to have completed the following steps:

- Consult with the Accreditation Team to determine approvals needed.
- Request and receive approval for additional location from President if advised by Accreditation Team.

☐ Additional Location Request Approved for HLC Submission, pending site visit

☐ Additional Location Request Denied

☐ No HLC Submission Required

Executive Director of Partnerships, Operations and Training

Date

Site Visit

To be completed by Facilities Management or authorized designee.

Notes/Comments on the site:

Venue found to be: ☐ Acceptable ☐ Inadequate

Date of Initial Review: _____ Completed by: _____

Profile Changes

Subsequent to the initial site review and approval, please note the following detail changes:

Date of Change:	Change Details:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date of Follow-up Review: _____ Completed by: _____

Date of Follow-up Review: _____ Completed by: _____

Date of Follow-up Review: _____ Completed by: _____