

Department recommends new off-site instructional location by completing University Accreditation (UA) "UNT Form to Add an Off-Campus Site for Instruction" available from UA:

1. Completely fill out the form
2. Attach a copy of agreements or emails
3. Obtain signatures from the department chair, dean, and provost

"UNT Form to Add an Off-campus Site for Instruction" submitted to UA

UA reviews location against cumulative list of all courses taught to determine compliance

New site validated and UA will forward "UNT Form to Add an Off-campus Site for Instruction" to Enrollment Management/Registrar

Enrollment Management generates a new location code and adds site to EIS approved table of locations

New offsite location code is reported to Student Financial Aid Services and UA

Department submits course to Registrar to add course(s)

UA sends out THECB 50-mile notification at least 30 days prior to the first day of class

UA will continue to monitor course offerings for compliance and reporting purposes

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* New Off-Site Study Abroad Locations use the SA-100 form from the Study Abroad office. Study Abroad courses follow a separate process.