

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
INSPECTION AND REVIEW OF OFF-CAMPUS INSTRUCTIONAL SITES	08-0111	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-8.4 Safety and Sanitation	February 24, 2021	

Purpose

The purpose of this procedure is to define the process for inspection and review of off-campus instructional sites. SACSCOC Standard 13.7 states, “The institution ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution’s educational programs, support services, and other mission-related activities.” The procedure is intended to detail the inspection of new and current off-campus instructional sites for which the College offers credit and non-credit instruction.

Procedure

- A. Inspection and review of off-campus instructional sites will be the responsibility of a committee consisting of individuals from the following areas: SACSCOC Liaison (or designee), Faculty Senate, Information Technology, Library and Learning Commons, Safety, Facilities, Academics, Continuing Workforce Education and Student Services.
- B. Before classes can be taught at any new off-campus instructional site, the team detailed above will inspect the new site using the Review Checklist of Off-Campus Instructional Sites Physical Facilities and Resources located on the College’s [Accreditation](#) webpage.
- C. If instructional site inadequacies are found, a plan to remediate the inadequacies must be documented and completed as soon as possible, unless the deficiencies are serious enough to warrant immediate relocation of a class or activity.
- D. Once the site has been re-inspected and deemed adequate, classes can begin.
- E. Off-campus instructional sites shall be inspected at least once every three (3) years.
- F. A mandatory site inspection will be required if any off-campus instructional site that was approved to offer 25% - 49% of any program begins to offer 50%+ of any program.

REFERENCES: F.S. 1001.64, 1001.65, SACSCOC Principles of Accreditation and Policies

Adopted Date: November 21, 2019

Revision Date: February 24, 2021