

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	May 13, 2026	

Purpose

The purpose of this procedure is to define the process for inspection and review of off-campus instructional sites. The procedure is intended to detail the inspection of new and current off-campus instructional sites for which Florida State College at Jacksonville (FSCJ/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: accreditation liaison (or designee), Faculty Senate, Information Technology, Library and Tutoring Services, Safety, Facilities, Academics, Continuing Workforce Education and Student Services.
- B. Before credit and clock hour classes can be taught at any new off-campus instructional site, the team detailed above will inspect the new site using the Inspection Checklist of Off-Campus Instructional Sites Physical Facilities and Resources (On-Site Visit) form 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 complete the Inspection Checklist of Off-Campus Instructional Site Physical Facilities and Resources (Three-Year Follow Up) form every three (3) years. The committee will review the forms and provide feedback as needed.
- 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

Adopted Date: November 21, 2019

Revision Date: February 24, 2021, May 13, 2026