

DUE DATE: SEPTEMBER 1, 2005

**DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS
JULY 1, 2004 - JUNE 30, 2005**

Institution Name

THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN OFF-CAMPUS SUB-LOCATIONS FOR THE SITE LISTED ABOVE ONLY. If you have questions concerning locations to include, please e-mail State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

- **Return completed form by:**

Mail:

NYS Education Department
Office of Research and Information Systems
Room 964 Education Building Annex
Albany, NY 12234

Or Fax:

518-474-1907

- **Retain a copy of the completed form in your files in case there's a need for clarification.**
- **If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.**
- **If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:**

E-Mail: heds@mail.nysed.gov

Fax: (518) 474-1907

Phone: (518) 474-5091

IMPORTANT: PLEASE RETURN THIS COVER PAGE AND ALL PAGES (with your revisions) EVEN IF THEY CONTAIN NO DATA.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Office of Research and Information Systems
 Higher Education Data System

DUE DATE: SEPTEMBER 1, 2005

Form Processing Information

Form:	DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS JULY 1, 2004 - JUNE 30, 2005
SEDCODE:	
Institution Name:	

Respondent Information - Please update to reflect any changes!

Name:		
Title:		
Telephone:		Facsimile No.: Ext.
E-Mail Address:		

Indicate **Time Required** to retrieve information from files and complete this form.

Hours spent by all staff (whole numbers)	
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Notes and Explanations regarding data provided and/or comments about this form and its completion. Check here and continue comments on reverse side if necessary.

PLEASE KEEP THIS PAGE AND THE COVER PAGE ATTACHED AND RETURN WITH THE FORM.

DUE DATE: SEPTEMBER 1, 2005

DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS, JULY 1, 2004 - JUNE 30, 2005

Institution Name:

Instructions

This form requests data about all off-campus locations **offering degree-credit instruction**. Please note that the data is requested for the entire previous year. It complies with Part 54, Off-Campus Instruction, of the Regulations of the Commissioner of Education.

Nature of off-campus locations operated by this institution/campus

Please update the categories of locations your institution operates (as defined below). If your institution operates no off-campus instructional locations, please check the box at the bottom of this page and return the entire form.

Branch Campus: An instructional location at a place other than the institution's principal center at which the institution offers one or more complete curricula leading to a certificate or degree. Note: A branch located in New York State is approved by the Regents as an official arm of a specific campus. Branches located in other states or countries need not be approved by the Regents but should be reported on this form.

Extension Center: An instructional location at which the institution does **not** provide a complete curricula leading to a certificate or degree, but does either conduct more than fifteen different courses (not sections) for credit or has more than 350 course registrations for credit in any academic year **Or** has been approved by the Regents as an Extension Center.

Extension Site: An instructional location at which the institution does not offer any curricula leading to a certificate or degree, and conducts fewer than 16 courses for credit and fewer than 351 course registrations for credit in any academic year.

THIS INSTITUTION OPERATES NO OFF-CAMPUS INSTRUCTIONAL LOCATIONS.

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Research and Information Systems
Higher Education Data System**

NYSED-8 [05]

DUE DATE: SEPTEMBER 1, 2005

DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS, JULY 1, 2004 - JUNE 30, 2005

This form requests data about all off-campus locations offering degree-credit instruction. Please note that the data is requested for the entire previous year. It has been prepared to comply with Part 54, Off-Campus Instruction, of the Regulations of the Commissioner of Education.

1. If your institution has no off-campus instructional locations, please check the appropriate box on page 2 and return the entire form.
2. Exclude the following from this report:
 - a. Hospitals, community pharmacies or similar clinical facilities used as a part of a program if the major portion of the program is administered at the main campus or another center.
 - b. Locations used for field placement or student teaching.
3. Complete for each off-campus location. Special conditions refer to items defined by Section 54.2 of the Regulations of the Commissioner. Duplicate the blank page provided as necessary.
4. If the location is a branch campus, report the number of degree programs offered between July 1, 2004 and June 30, 2005 in the appropriate box. (To revise, cross out pre-printed data and write new numbers beside those crossed out.)
5. If the location is an extension center or site, report the number of courses (not sections) offered between July 1, 2004 and June 30, 2005 and the corresponding total number of course registrations in the appropriate boxes. (To revise, cross out pre-printed data and write new numbers beside those crossed out.)

Definitions:

Main: The location of the principal administration offices and instructional facilities of a college, university, or other degree-granting institution, as defined by the institution's officers. In exceptional cases, and with the approval of the Commissioner, an institution may designate more than one principal center. For an institution that offers curricula leading to degrees and that is part of a public or independent multi-institution system, principal center means the location of the institution's principal administrative offices and instructional facilities, as defined by the institution's officers, but not the location of the system's central administration.

Branch Campus: An instructional location at a place other than the institution's principal center at which the institution offers one or more **complete** curricula leading to a certificate or degree. Note: A branch located in New York State is approved by the Regents as an official arm of a specific campus. Branches located in other states or countries need not be approved by the Regents but should be reported on this form.

Extension Center: An off-campus instructional location at which the institution does **not** provide a complete curricula leading to a certificate or degree, but does either conduct **more than fifteen different courses (not sections) for credit** or has **more than 350 course registrations for credit** in any academic year.

If the Regents have approved a location as an Extension Center associated with a specific campus, it should continue to be reported as that type even if it no longer meets the course or course registration requirements for an Extension Center.

Extension Site: An off-campus instructional location at which the institution does **not** offer a complete curricula leading to a certificate or degree, and conducts **less than 16 courses for credit** and **less than 351 course registrations for credit** in any academic year.

Course means an organized series of instructional and learning activities dealing with a subject.

Curriculum or program means all the formal educational requirements necessary to qualify for certificates or degrees. A curriculum or program includes general education or specialized study in depth in a particular field, or both.

NYSED-8 Off-Campus Instructional Locations, Due Sept. 1, 2005

Add off-campus locations here. (Copy this page as needed)

Off-Campus Locations for Academic Year July 1, 2004 to June 30, 2005

SED Code: _____ Campus: _____

Location Name: <input type="text"/>	Branch	Extension Center	Extension Site
Street Address: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City, State, ZIP Code: <input type="text"/>	Check if SED-approved: <input type="checkbox"/>		
Check all characteristics that apply to this location:	For Branches	For Centers and Sites	
<input type="checkbox"/> at a secondary school, secondary students only	Programs	Courses	Registered
<input type="checkbox"/> at another degree-granting institution	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> within a correctional facility	<input type="checkbox"/> special facilities unavailable on campus		
<input type="checkbox"/> on a Native American reservation	<input type="checkbox"/> Commissioner determined exceptional treatment		
<input type="checkbox"/> in a clinical practice/field work setting			

Location Name: <input type="text"/>	Branch	Extension Center	Extension Site
Street Address: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City, State, ZIP Code: <input type="text"/>	Check if SED-approved: <input type="checkbox"/>		
Check all characteristics that apply to this location:	Programs	Courses	Registered
<input type="checkbox"/> at a secondary school, secondary students only	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> at another degree-granting institution	<input type="checkbox"/> special facilities unavailable on campus		
<input type="checkbox"/> within a correctional facility	<input type="checkbox"/> Commissioner determined exceptional treatment		
<input type="checkbox"/> on a Native American reservation			
<input type="checkbox"/> in a clinical practice/field work setting			

Location Name: <input type="text"/>	Branch	Extension Center	Extension Site
Street Address: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City, State, ZIP Code: <input type="text"/>	Check if SED-approved: <input type="checkbox"/>		
Check all characteristics that apply to this location:	Programs	Courses	Registered
<input type="checkbox"/> at a secondary school, secondary students only	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> at another degree-granting institution	<input type="checkbox"/> special facilities unavailable on campus		
<input type="checkbox"/> within a correctional facility	<input type="checkbox"/> Commissioner determined exceptional treatment		
<input type="checkbox"/> on a Native American reservation			
<input type="checkbox"/> in a clinical practice/field work setting			

Location Name: <input type="text"/>	Branch	Extension Center	Extension Site
Street Address: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City, State, ZIP Code: <input type="text"/>	Check if SED-approved: <input type="checkbox"/>		
Check all characteristics that apply to this location:	Programs	Courses	Registered
<input type="checkbox"/> at a secondary school, secondary students only	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> at another degree-granting institution	<input type="checkbox"/> special facilities unavailable on campus		
<input type="checkbox"/> within a correctional facility	<input type="checkbox"/> Commissioner determined exceptional treatment		
<input type="checkbox"/> on a Native American reservation			
<input type="checkbox"/> in a clinical practice/field work setting			
