

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

NYSED-8 [08]
Collection Year 2008
Data Period Summer 07- Spring 08
DUE : SEPTEMBER 1, 2008

**DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS
2007-2008 YEAR
NEW! Include Summer and Fall 2007 terms and Spring 2008 term**

Institution Name	SEDCODE:
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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.

Mail: NYS Education Department
Office of Research and Information Systems
Room 966 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
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DUE DATE: SEPTEMBER 1, 2008

Form Processing Information

Form:	DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS 2007-2008 YEAR New! Include Summer and Fall 2007 terms and Spring 2008 term
SEDCODE:	
Institution Name:	

Respondent Information - Please update to reflect any changes!

Name:			
Title:			
Telephone: <Phone>	Ext.	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.

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DUE DATE: SEPTEMBER 1, 2008

DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS
 2007-2008 YEAR

NEW! Include Summer and Fall 2007 terms and Spring 2008 term

Institution

Instructions

This form requests data about each off-campus location **offering degree-credit instruction (at least one entire course)**. It complies with Part 54, Off-Campus Instruction, of the Regulations of the Commissioner of Education. Please note that the data is requested for the entire previous year. Include all summer and fall 2007 terms and all winter and spring 2008 terms.

1. Please update the categories of locations your institution operates as defined on page 3. If your institution operates no off-campus instructional locations (branch campus, extension center, or extension site), please check the box below and return the entire form.

THIS INSTITUTION OPERATES NO OFF-CAMPUS INSTRUCTIONAL LOCATIONS.

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. **To add new locations, duplicate the blank page provided as necessary.**
4. If the location is a branch campus, report the number of degree programs offered in the summer and fall 2007 terms and spring 2008 term 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 credit-bearing courses (not sections) offered in the summer and fall 2007 terms and spring 2008 term and the corresponding total number of course registrations in the appropriate boxes. "Course registrations" is not the same as headcount enrollment; it is the cumulative total of all enrollments in all courses at that location across all three terms. As an example, one student enrolling in one course in each of these three terms equals three course registrations. (To revise, cross out pre-printed data and write new numbers beside those crossed out.)

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DUE DATE: SEPTEMBER 1, 2008

Definitions

Main Campus (Principal Center): 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 are 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. Please count all credit courses and all registrations for credit courses.

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.

Exceptions

Exceptions are locations identified as branches or extension centers although they have not received Regents approval. Locations that fall into this “exception” category are identified in Section 54.2 of the Commissioner’s Regulations and listed below.

- (a) units of New York institutions located outside the State or on territory over which the Federal government has asserted exclusive jurisdiction;
- (b) registered clinical or field curricula, components of registered curricula, or courses within a registered curriculum, where such curricula, components or courses require special facilities unavailable at the principal center;
- (c) courses offered for credit by a degree-granting institution to secondary school students within a secondary school, where those courses are part of a registered curriculum at the degree-granting institution;
- (d) courses or curricula offered by an institution within a correctional facility where those courses are part of registered curricula or where the curricula are registered at the institution’s principal center or branch campus;
- (e) courses or curricula offered by an institution on the territory of a native American reservation where those courses are part of registered curricula or where the curricula are registered at the institution’s principal center or branch campus; and
- (f) other off-campus offerings for credit which the commissioner determines warrant exceptional treatment.

Sample questions from a college, and the answers we supplied:

At the Extension Center, we have students enrolled in degree programs, as well as non-degree programs (like stand alone ESL program or non-matriculated courses).

Q1 - Should I take into consideration courses offered as a part of degree programs only or all the courses offered at the center?

Q2 - Should I count all the students toward course-registrations or only those matriculated into degree programs?

The degree-seeking students attend credit-bearing courses along with non-credit-bearing ones (remedial courses).

Q3 - For students enrolled in degree programs, - should I count courses and course-registrations for credit-bearing courses only or should I take into consideration all the courses?

Answers to Q1, Q2 & Q3: Please count all credit courses; likewise, please count all registrations for credit courses.

Some of the students enrolled at the extension center, are registered for externship courses that are off-site. Also, some on-line sessions are available for students enrolled at the Manhattan Extension Center. All the on-line sessions are based at the main campus.

Q4 - Should I count externship courses when pursued by students enrolled at the extension center?

Q4 Answer: Exclude "field placements." See the attached instructions from our forms page. If your extension center offers courses at other locations, please list the locations as sites of the main campus.

Q5 - Should I count the registrations into online sessions based at the main campus toward course-registrations?

Q5 Answer: If "registrations into online sessions based at the main campus" means courses offered at your college's main campus, not the extension center, don't count them. If the courses originate at the extension center, please count them.

NYSED-8 Off-Campus Instructional Locations, Due Sept. 1, 2008 Add off-campus locations here.
(Copy this page as needed)

New off-campus locations for the 2007 summer and fall terms and 2008 winter and spring terms. To add locations, duplicate and fill in this page. PLEASE COMPLETE addresses and include ZIP codes.

Location Name:	Branch	Extension Center	Extension Site
Street Address:	_____	_____	_____
City, State, ZIP Code:	Check if SED-approved:		
Check all characteristics that apply to this	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="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:	Branch	Extension Center	Extension Site
Street Address:	_____	_____	_____
City, State, ZIP Code:	Check all characteristics that apply to this		
<input type="checkbox"/> at a secondary school, secondary students only	Programs	Courses	Registered
<input type="checkbox"/> at another degree-granting institution	_____	_____	_____
<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		
<input type="checkbox"/> in a clinical practice/field work setting	<input type="checkbox"/> exceptional treatment		

Location Name:	Branch	Extension Center	Extension Site
Street Address:	_____	_____	_____
City, State, ZIP Code:	Check all characteristics that apply to this		
<input type="checkbox"/> at a secondary school, secondary students only	Programs	Courses	Registered
<input type="checkbox"/> at another degree-granting institution	_____	_____	_____
<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		
<input type="checkbox"/> in a clinical practice/field work setting	<input type="checkbox"/> exceptional treatment		

Location Name: Branch

Street Address:

City, State, ZIP Code:

Check all characteristics that apply to this

at a secondary school, secondary students only

at another degree-granting institution

within a correctional facility

on a Native American reservation

in a clinical practice/field work setting

special facilities unavailable on campus

Commissioner determined

exceptional treatment

Extension	Extension Center	Site
_____	_____	_____
Programs	Courses	Registered
_____	_____	_____

Location Name: Branch

Street Address:

City, State, ZIP Code:

Check all characteristics that apply to this

at a secondary school, secondary students only

at another degree-granting institution

within a correctional facility

on a Native American reservation

in a clinical practice/field work setting

special facilities unavailable on campus

Commissioner determined

exceptional treatment

Extension	Extension Center	Site
_____	_____	_____
Programs	Courses	Registered
_____	_____	_____