

DUE DATE: NOVEMBER 30, 1999

DIRECTORY OF OFF-CAMPUS INSTRUCTIONAL LOCATIONS
JULY 1, 1998 - JUNE 30, 1999

| | |
|------------------|----------|
| Institution Name | SEDCODE: |
|------------------|----------|

THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please contact State Education Department staff at the numbers listed below.

Please return ALL forms to:

NYS Education Department
Office of Research and Information Systems
Room 971 Education Building Annex
Albany, NY 12234

- **A copy of the completed form should be retained in your files should the need for clarification arise.**
- **If you anticipate a delay in returning this form or 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

PLEASE KEEP THIS PAGE AND PAGE 1 ATTACHED AND RETURN WITH FORM.

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The attached form requests a list of names and addresses of all off-campus locations offering degree-credit instruction and some additional data concerning programs, courses and registrations at these locations. Please note that the data are requested for the time period from July 1, 1998 - June 30, 1999, the entire previous year. This form has been prepared to comply with Part 54, Off-Campus Instruction, of the Regulations of the Commissioner of Education.

Listed below are the six types of off-campus instructional locations with their definition. Please indicate which types of locations your institutions operates. If your institution operates no off-campus instructional locations please check the box next to "No off-campus locations" and return the entire form.

Institution Name:

A. **Branch Campus**

DEFINITION: A unit of an institution located at a place other than the institution's principal center or another degree-granting institution at which the institution offers one or more curricula leading to a certificate or degree.

B. **Extension Center**

DEFINITION: A unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, but at which the institution either conducts more than fifteen courses for credit or has more than 350 course registrations for credit in any academic year.

C. **Extension Site**

DEFINITION: A unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, and at which the institution conducts no more than 15 courses for credit and no more than 350 course registrations for credit in any academic year.

D. **Interinstitutional Program**

DEFINITION: A degree or certificate program conducted by one degree-granting institution on the campus of another degree-granting institution.

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|-------------------|
| Institution Name: |
|-------------------|

E. **Interinstitutional Centers**

DEFINITION: A unit of an institution located at another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, but at which the institution either conducts more than 15 courses for credit or has more than 350 course registrations for credit in any academic year.

F. **Interinstitutional Site**

DEFINITION: A unit of an institution located at another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, and at which the institution conducts nor more that 15 courses for credit and has not more than 350 course registrations for credit in any academic year.

THIS INSITUTION OPERATES NO OFF-CAMPUS INSTRUCTIONAL LOCATIONS.

IF YOU HAVE CHECKED ANY OF THE BOXES A-F PLEASE GO TO THE APPROPRIATE SECTION OF THIS REPORT AND COMPLETE THE REQUIRED INFORMATION.

Refer to the definitions below to indicate the special type code in Column 2 of parts A, B, D and E.

| Code | Special Types (exceptions) as listed in Section 54.2 |
|------|---|
| 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 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 institutions principal center or branch campus. |
| F | Other off-campus offerings for credit which the commissioner determines warrant exceptional treatment |

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PART A - BRANCH CAMPUSES

DEFINITION: A unit of an institution located at a place other than the institution's principal center or another degree-granting institution at which the institution offers one or more curricula leading to a certificate or degree.

| |
|-------------------|
| Institution Name: |
|-------------------|

| Name and Complete Address of Branch Campuses | Special Type Code (if applicable) | Number of Degree Programs |
|--|--------------------------------------|------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

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PART B - EXTENSION CENTERS

DEFINITION: A unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, but at which the institution either conducts more than fifteen courses for credit or has more than 350 course registrations for credit in any academic year.

| |
|-------------------|
| Institution Name: |
|-------------------|

| Name and Complete Address of Extension Centers | Special Type Code (if applicable) | Number of Courses (not sections) | Total Number of Course Registrations |
|--|-----------------------------------|----------------------------------|--------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

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PART C - EXTENSION SITES

DEFINITION: A unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, and at which the institution conducts no more than 15 courses for credit and no more than 350 course registrations for credit in any academic year.

| |
|-------------------|
| Institution Name: |
|-------------------|

| Name and Complete Address of Extension Sites | Number of Courses (not sections) | Total Number of Course Registrations |
|--|----------------------------------|--------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

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PART D - INTERINSTITUTIONAL PROGRAMS

DEFINITION: A degree or certificate program conducted by one degree-granting institution on the campus of another degree-granting institution.

| |
|-------------------|
| Institution Name: |
|-------------------|

| Name and Complete Address of Interinstitutional Programs | Special Type Code (if applicable) | Number Degree Programs |
|--|-----------------------------------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

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PART E - INTERINSTITUTIONAL CENTERS

DEFINITION: A unit of an institution located at another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, but at which the institution either conducts more than 15 courses for credit or has more than 350 course registrations for credit in any academic year.

| |
|-------------------|
| Institution Name: |
|-------------------|

| Name and Complete Address of Interinstitutional Centers | Special Type Code (if applicable) | Number of Courses (not sections) | Total Number of Course Registrations |
|---|-----------------------------------|----------------------------------|--------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

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PART F - INTERINSTITUTIONAL SITES

DEFINITION: A unit of an institution located at another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, and at which the institution conducts not more than 15 courses for credit and has not more than 350 course registrations for credit in any academic year.

| |
|-------------------|
| Institution Name: |
|-------------------|

| Name and Complete Address of Interinstitutional Sites | Number of Courses (not sections) | Total Number of Course Registrations |
|---|----------------------------------|--------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

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Instructions

1. If your institution has no off-campus instruction locations, please check the appropriate box on page 3 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. In column 1 of each applicable part of the form, please indicate the name and complete address of each off-campus location.
4. If the location is a branch campus (Part A), Extension Center (Part B), Interinstitutional Program (Part D), or Interinstitutional Center (Part E) review the list of special types below taken from Section 54.2. If the location fills any of these definitions, enter the corresponding code in Column 2.

| Code | Special Types (exceptions) as listed in Section 54.2 |
|------|---|
| 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 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 institutions principal center or branch campus. |
| F | Other off-campus offerings for credit which the commissioner determines warrant exceptional treatment |

4. If the location is a branch campus or interinstitutional program report the number of degree programs offered between July 1, 1998 and June 30, 1999 in the appropriate column.

5. If the location is an extension center or interinstitutional center report the number of courses (not sections) offered between July 1, 1998 and June 30, 1999 and the corresponding total number of courses registrations in the appropriate columns.
6. If the location is an extension site or interinstitutional site, report the number of courses (not sections) offered between July 1, 1998 and June 30, 1999 and the corresponding total number of courses registrations in the appropriate columns.

Definitions:

Principal Center means 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.

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

Curriculum or program means 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.