



August 17 28, 2012

## MEMORANDUM

TO: Members, Council of Academic Vice Presidents

FROM: Jan M. Ignash, Vice Chancellor

SUBJECT: Proposal Templates for New Educational Sites, Closing Educational Sites, and Offering Lower Level Courses at Educational Sites

---

Attached for your use are the State University System standard proposal templates with table appendices for new educational sites, closing an existing educational site, and seeking approval to offer a full range of lower level courses at an educational site apart from the main campus. These documents have been crafted to align with Board Regulation 8.009, as amended in November 2011. They are the officially adopted proposal templates referenced in the regulation with an effective date of **September 1, 2012**. Board staff will be compiling an inventory of exiting educational sites which will represent the starting list for the new typology and process outlined in the regulation.

The templates were drafted by a work team consisting of Board staff and university staff assigned by the Council of Academic Presidents. We have incorporated as best we could the suggestions that were provided when the format was sent for university final review in July of this year. Since this is a new process being implemented, it may become apparent that some revisions are necessary to the templates and tables as they are actually utilized.

JMI/rps

Enclosures

c: SUS Academic Contacts