

Department recommends new off-site instructional location by completing University Accreditation (UA) "UNT Form to Add an Off-Campus Site for Instruction" available from UA:

1. Completely fill out the form
2. Attach a copy of agreements or emails
3. Obtain signatures from the department chair, dean, and provost

"UNT Form to Add an Off-campus Site for Instruction" turned in to UA  
(Hurley Administration Building Room 135)

UA reviews location against cumulative list of all courses taught to  
determine compliance

New site validated and UA will forward "UNT Form to Add an Off-campus  
Site for Instruction" to the Registrar

Registrar's Office generates a new location code and adds site to EIS  
approved table of locations

New offsite location code is reported to Student Financial Aid  
Services and UA

Department submits R6 to Registrar to add course(s) to EIS

UA sends out THECB 50-mile notification at least 30 days prior to  
the first day of class

UA will continue to monitor course offerings for compliance and  
reporting purposes

Office of University

Accreditation

Hurley Administration #135

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