

DUE DATE: SEPTEMBER 1, 2005

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

Institution Name	SEDCODE:
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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 e-mail State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F.AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:
 Mail: NYS Education Department
 Office of Research and Information Systems
 Room 960 Education Building Annex
 Albany, NY 12234
 Or Fax: 518-474-1907
- With the exception of the Bundy form (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- 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: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS 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

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

TOTAL -- (Check box if all applicable branches included).

Otherwise, list branches below.

List branches included:	List <i>applicable</i> branches not included:

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:

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.

Section 1: Nature of off-campus locations operated by this institution/campus

Please indicate which categories of locations your institution operates (as defined below). If your institution operates no off-campus instructional locations please check the bottom box next to "No off-campus locations" and return the entire form.

A. **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.

B. **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.

C. **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.

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Institution Name:

Section 2: Description of Individual Off-Campus Locations

Duplicate this page and complete for each branch campus, extension center, and extension site associated with your institution/campus that offers degree-credit instruction.

Name	1	
Address 1	2	
Address 2	3	
City	4	
State/Country	5	
Zip Code	6	
Check one for each item:		
Type	7	branch campus (SED approved only)
		extension center (SED approved only)
		extension site
		Exemptions
Geographical Location	8	in state
		other state or U.S. federal jurisdiction
		other country
Setting	9	at a secondary school, secondary students only
		at a secondary school, with courses not restricted to secondary students
		at another degree-granting institution
		within a correctional facility
		on a Native American reservation
		other
Special conditions	10	special facilities unavailable on campus
		Commissioner determined exceptional treatment
Number of: (between July 1, 2004 and June 30, 2005)		
For Branches		
Degree Programs	11	
For Centers & Sites		
Courses	12	
Course Registrations	13	

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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 has been prepared to comply with Part 54, Off-Campus Instruction, of the Regulations of the Commissioner of Education.

1. This form is most easily completed by downloading the Microsoft Access version from the ORIS web site, <http://www.highered.nysed.gov/oris/>, and following the instructions for submitting the Access file by e-mail. The Access form has built in edits and will contain your latest available data for off-campus locations. If you open the Access form and print the report for review, you will be able to edit the data for changes rather than starting from a blank form.
2. If your institution has no off-campus instructional locations, please check the appropriate box on page 2 and return the entire form.
3. 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.
4. Complete Section 2 for each off-campus location. Special conditions refer to items defined by Section 54.2 of the Regulations of the Commissioner. Duplicate this page as necessary.
5. 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 row.
6. 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 line/row.

Definitions:

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 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.

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