

Instructions—New Location

Depending upon circumstances, new off-campus locations may require one or two separate notifications to the office of the chancellor.

1. **Academic Programs notification:** When an academic program will be offered at the proposed site, complete the new location form as described in these instructions.
2. **Research and Planning notification:** When the proposed off-campus site is expected to have at least 25 FYE within the first three years of operation, submit a statement of intent to add an off-campus location before system resources are committed to facilities or instruction at a new off-campus location. Contact the Research and Planning Division for further information and related guidelines.

Location approval is required prior to offering any program (new or relocated or replicated) for the first time at a new location.

Naming. A location may not be called a center, for centers require legislative approval. However, a location may include the word center in its name when it is part of the location's legal name, e.g., the program will be delivered at the Wells Fargo Center.

Leased Space. When space is leased, a location may also require approval by the Facilities division of the office of chancellor. The following guidelines apply:

- \$2 million or more requires Board of Trustees approval
- \$100,000 or more for a time period longer than five years requires chancellor approval
- Under \$100,000 requires notification to the chancellor.

Contact office of the chancellor Facilities staff for more information on approvals required for leasing space facilities@so.mnscu.edu.

For more assistance in interpreting these criteria, please refer to [Staff Contacts](#)

GENERAL INFORMATION

Link to information on how to complete general information section on all applications.