

Off-site Location Definition

Consistent with UNC Regulation [400.1.1\[R\]](#) Online and Site-Based Distance Education Programs and Off-campus Programs, an off-site location is a site geographically apart from the main campus, used for the delivery of academic programs (of any percentage of the program) and instruction, owned by the institution (or their Associated Entity/Endowment), or leased property (or otherwise used through a Memorandum of Understanding or similar agreement).

Program Exceptions (Academic Program Inventory (API)):

A. Sites for individual students: student teaching experiences in K-12 schools/lab schools, internships, and co-op experiences, etc. are not included.

Example 1: An institution has a student teaching experience at a local high school for a student in an education major to complete a degree in the program.

Example 2: An institution has an internship requirement for an academic major to complete the degree at a private company. Regardless of its location, this program type does not warrant off-site categorization.

B. Sites where the offering of a program could never be replicated/returned to a campus: study abroad, field experiences that are part of a classroom/lab instruction, correctional institutions, practica, clinical experiences, etc. are not included.

Example 1: An institution offers clinical teaching experience at a local hospital for students in a Nursing major to complete a degree in the program.

Example 2: An institution has a field experience requirement in a correctional institution for an academic major to complete the degree.

Instruction Exceptions (API/Student Data Mart (SDM)):

A. Sites for general education or not related to a degree program are not included in API but are sites in SDM.

Example 1: An institution offers a skiing class at a nearby ski resort. Skiing is not an academic program (therefore not in the API) this site-based location will be recorded in SDM.

Example 2: An institution offers a certificate program. Certificates are not approved at the System Level. Certificate data listed in the API is pulled directly from SDM and is not maintained through the API application. If geographically apart from the main campus, this will be recorded in SDM.