



Policy Title:	ACAOM Branch Campus Policy
Approved By:	ACAOM Executive Committee
Document History:	Implementation Date: 2011 Last Updated: 29 October 2016
Related Policies:	<i>ACAOM Notification of Change Policy; ACAOM Accreditation Procedures; ACAOM Fees and Dues Schedule</i>
References:	
Responsible Official:	ACAOM Executive Director

Policy Summary: This guidance outlines procedures for establishing a branch campus.

Definition – Branch Campus

A location of an institution, whether by acquisition or internal development, that is geographically separated from a main campus. A branch campus is independent of the main campus if the location:

1. is permanent in nature;
2. offers courses in educational programs leading to a degree, certificate, or other recognized educational credential;
3. has its own faculty and administrative or supervisory organization; and
4. has its own budgetary and hiring authority.

Procedure for Establishing a Branch Campus

Accredited institutions seeking to establish a new branch campus or campuses, whether by acquisition or internal development, are required to submit a substantive change application as outlined in ACAOM's *Notification of Change Policy*, which shall include a business plan that includes, at a minimum:

- the educational program(s) to be offered at the branch campus,
- the projected revenues, expenditures, and cash flow at the branch campus,
- the operation, management, and physical resources at the branch campus.

Commission approval is required BEFORE the new branch campus or campuses may begin operations. Approval is contingent upon the branch campus having sufficient educational, financial, operational, management, and physical resources.

Each new branch campus must seek Pre-accreditation ("Candidacy") and accreditation status according to ACAOM's Accreditation Procedures. Additionally:

1. Each new branch campus must receive a site visit from ACAOM not later than 6 months from the date of the branch campus's establishment to verify that the location has the personnel, facilities, and resources it claimed to have in its substantive change application.
2. Based on the branch campus's substantive change application, the site visit report, and the branch campus's formal institutional response (FIR) to that report, the Commission will either grant or deny the new branch campus Candidacy status.

3. If the new branch campus attains Candidacy status, it must achieve accreditation status pursuant to ACAOM's *Accreditation Procedures*. A Self- Study for accreditation will not be accepted until there are students in each year of the branch campus's associated program(s) and matriculated students have been enrolled in the program(s) for a minimum of 24 months.
4. Institutions not previously granted Candidacy or accreditation status which merge, affiliate with, or otherwise come under the control of an accredited institution, are not considered accredited if they are operationally separate as defined above. These institutions must seek accreditation through the usual procedures.
5. When a branch campus is governed by a single Board of Directors with a centralized administrative system, the branch campus must obtain from the parent institution, and provide to the Commission with its applications and reports, the following:
 - A. A complete description of the governing board and its policies, procedures, and protocols for the oversight of the branch campus;
 - B. A complete description of the procedures for the development and approval of academic policy and practice;
 - C. A comprehensive assessment of the effectiveness of the system's academic program review process, particularly as this applies to quality education;
 - D. A detailed outline of the budget process and resources devoted to the branch campus;
 - E. A comprehensive explanation of relationships with and authority of the parent over the branch campus;
 - F. A comprehensive explanation of relationships with and delegation of authority between the parent and the branch campus;
 - G. Identification of system-wide groups, their organization and function. Such groups might include chief institutional administrators, as well as groups representing faculty, students, and alumni;
 - H. A comprehensive assessment of the effectiveness of the branch campus in meeting the mission, goals, objectives and outcomes expected of AOM programs offered by the parent institution.
6. The branch campus must include in its self-study, interim, annual and all other reports, either in a separate section or otherwise, an appraisal of its identity as an institutional system member and the effect of system-wide policies in achieving institutional mission, goals, objectives and outcomes.

NOTE: Programs not classified as branch campuses by the Commission are included in the Commission's assessment of the parent institution, regardless of location.

Revision History

Date Revised	Summary of Revisions	Approved By
161029	Reformatted; definitions revised for consistency	ACAOM Executive Director