Curriculum Part 1: Request New Location

This document is designed to assist colleges in preparing to complete the [Request New Location](https://forms.office.com/r/7kQqUJ1Erw) form. Submissions must be made using the Microsoft form to be reviewed by the Provost Review Committee.

# Basic Information and Institutional Readiness

1. Your Name:

2. Your MSU Email:

3. Clarify the type of new location(s) being requested. Select all that apply.

* Branch Campus
* Additional Location
* Off-Campus Site

4. Provide physical address(es) and facility details.

5. Identify academic programs to be offered at the location(s).

6. What percentage of the program will be offered at the new location requested?

* Less than 50%
* 50% or greater

7. Describe what type of equipment will be needed: MSU owned, lease, in-kind from partner institution?

8. Describe what type of space will be needed: i.e., are there any compliance issues related to Fire/Life Safety codes?

9. Provide contract details if another entity is involved.

10. I understand that Higher Learning Commission (HLC) approval is required and that all formal contracts and approvals depend on their timeline and response.

* Yes
* No

11. Confirm classification as Additional Location (definitions here: <https://www.hlcommission.org/glossary/>); MSU does not have Branch Campuses. If you are requesting a Branch Campus, indicate below.

12. Describe the modality of any program at address(es) (e.g., hybrid, fully online, in person):

13. Briefly describe the academic oversight and faculty qualifications of the programs at the location(s).

14. Will there be an administrative person on site(s)?

* Yes
* No

15. Please describe the function of the administrative person(s) at site(s).

16. Will you ensure availability of student support services at the site(s)?

* Yes
* No

17. Please describe the student support services at the site(s).

18. What semester do you anticipate beginning to offer programs at the requested location/s (keeping in mind necessary approvals from the HLC and US Department of Education)?

19. Location changes may require Department of Homeland Security (DHS) approvals, coordinated by the Office for International Students and Scholars (OISS). Have you informed OISS ([oiss@msu.edu](mailto:oiss@msu.edu)) of your new location request?

* Yes
* No