



# Petition related to Additional Location

for consideration by the ATS/COA Board of Commissioners

All fields marked with \* are required and must be filled.

**Commission-accredited schools must petition for approval prior to implementing substantive changes regarding additional locations (formerly called extension sites) that offer at least half of a degree** ([Policies and Procedures IV.E](#)). Schools are to complete the relevant portion of this form, per additional location, for each petitioned change (i.e., submit one petition form per change). In completing this form, please include links to additional documentation as requested or as deemed helpful. Your Commission staff liaison will contact you if there are any questions regarding your submission.

This petition form covers the following types of substantive changes: (1) *adding or expanding a location* to offer half or more of a degree (IV.E.1), (2) *closing an approved location* that offers a complete degree (IV.E.2-3; cf. note below), (3) *expanding an approved location from master's to doctoral degree* (IV.E.1), (4) *reducing an approved location* to offer less than a complete degree (IV.E.2; cf. note below); and (5) *relocating an approved location* that offers half or more of a degree (IV.E.2-3). A petition for adding or relocating an additional location is not required if the majority of instruction at that location is delivered online (IV.F.2).

NOTE: If the school is not on probation and currently has at least two approved locations, then *closing* or *reducing* any additional location that does not presently offer a full degree (i.e., 25-99%) would require only notification to and acknowledgement from Commission staff (see IV.E.2). *Closing a school's main campus* and ceasing permanent operations or *relocating a school's main campus* and continuing operations in a new location requires the submission of a different petition form (viz. "Petition for Closing a School or Relocating the Main Campus"). **Adding, closing, reducing, or relocating an additional location that offers at least one-fourth but less than one-half a degree requires only notification to staff, not this petition to the Board** (see VI.A.6); *adding/closing/relocating* an additional location that offers less than one-fourth of a degree requires neither notification nor petition. All forms are available on the [petitions and notifications webpage](#).

i. Name of school: \*

Click to select from menu



**ii. Contact information for person submitting this form: \***

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name (MI)	Last Name	Suffix

**iii. Title: \***

  
Position title of person submitting this form

**iv. Email: \***

  
A copy of your form will be sent to this address

**v. Indicate the type of petition being submitted: \***

Once petition type is selected, complete the items on the following pages

## Adding/Expanding a location to offer half or more of a degree

(if the location is new or currently offers less than half a degree, then complete this petition; if the new location qualifies as a branch campus under Policies and Procedures IV.E.1, then consult with your Commission staff liaison before submitting this petition)

**All fields marked with \* are required and must be filled.**

**1. Effective date for adding/expanding this location: \***

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
Month		Day		Year	

**2. Complete address of new/expanding location:**

Street Address

Street Address Line 2

<input type="text"/>	<input type="text"/>
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City

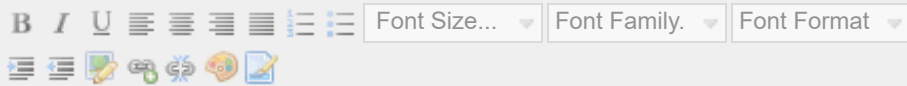
State / Province

<input type="text"/>	<input type="text" value="Please Select"/>
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Postal / Zip Code

Country

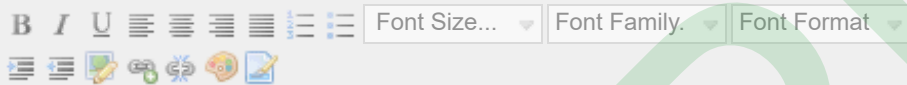
**3. If the location is part of another entity (e.g., church or college), please list the name of that entity here and add a link to the written agreement allowing the school to use that facility: \***



Font Size... Font Family. Font Format

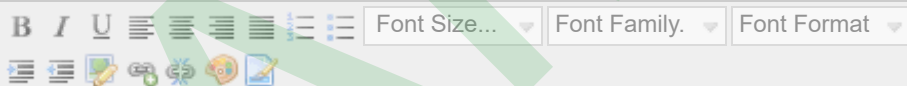
Written agreement must also be uploaded (see next/final page), or type "N/A" if not applicable

**4. Describe reason(s) for adding/expanding this location: \***



Font Size... Font Family. Font Format

**5. List percentage(s) of which degree(s) will be offered there: \***



Font Size... Font Family. Font Format

Degree(s) must also be Commission-approved

**6. What resources are available at this location:**

**6a. Faculty: \***

Indicate whether the location will use full-time or part-time faculty

**6b. Facilities: \***

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] Font Size... Font Family. Font Format

[List Icon] [List Icon] [Image Icon] [Link Icon] [Unlink Icon] [Headphones Icon] [Pencil Icon]

APR

Describe briefly the facilities and their accessibility

**6c. Library: \***

Describe extent of library resources and services available to students

### 6d. Student Services:

\*

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Image, Video, Audio, and a drawing tool. Below the toolbar is a large empty text area for input.

Describe nature of student support services available

**7. If adding/expanding this location is part of a teach-out agreement with another school, please describe here the reason for and nature of that agreement and provide link to signed copy of that agreement: \***

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Image, Video, Audio, and a drawing tool. Below the toolbar is a large empty text area for input.

Please type "N/A" if none. Otherwise, upload signed agreement as well; see final page of this form

**8. Describe here how the program(s) offered at this location will be evaluated, per Standard 2.6: \***

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Image, Video, Audio, and a drawing tool. Below the toolbar is a large empty text area for input.

Consider providing link(s) to any documentation describing the school's educational evaluation process

**9. Does your school meet all THREE criteria for an exemption to a focused evaluation visit? (See note below) \***

- ☐ Yes
- ☐ No

NOTE: [Policies and Procedures](#) IV.E.1 requires a focused visit within six months of opening an additional location that offers at least half a degree—unless the school meets these three exemption criteria in III.D.4: (1) has at least two approved additional locations offering half or more of a degree [three approved locations if school has not completed at least one accreditation cycle or has had recent public sanction], (2) is accrediting in good standing, and (3) has not been the subject of any recent Board actions raising concerns about its locations.

## Closing an approved location that offers half or more of a degree

(if the school is not on probation and currently has at least two approved locations, only notification to and acknowledgement from Commission staff is required to close a partial-degree (i.e., 25-99%) location, per IV.E.2-3; if this is a full-degree location, then submit this petition form for Board review)

All fields marked with \* are required and must be filled.

1. Effective date of approved location closure: \*

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
Month		Day		Year	

2. Does this closure involve a location that offers a complete degree? (Policies and Procedures III.L, cf. IV.E.2) \*

- ☐ Yes  
☐ No

3. Complete address of location being closed:

Street Address

Street Address Line 2

City


State / Province

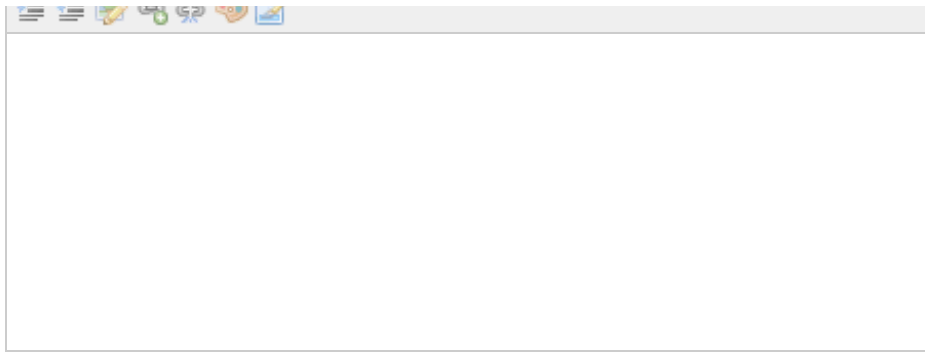
Postal / Zip Code

Please Select ▼

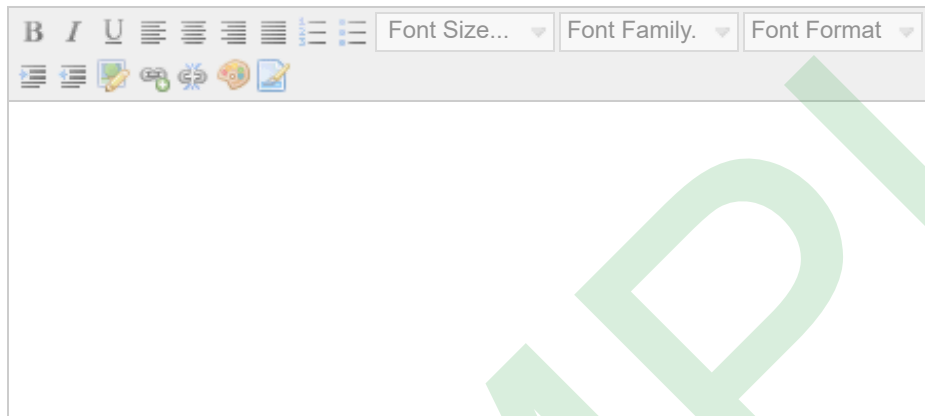
Country

4. Describe reason(s) for closing this location: \*

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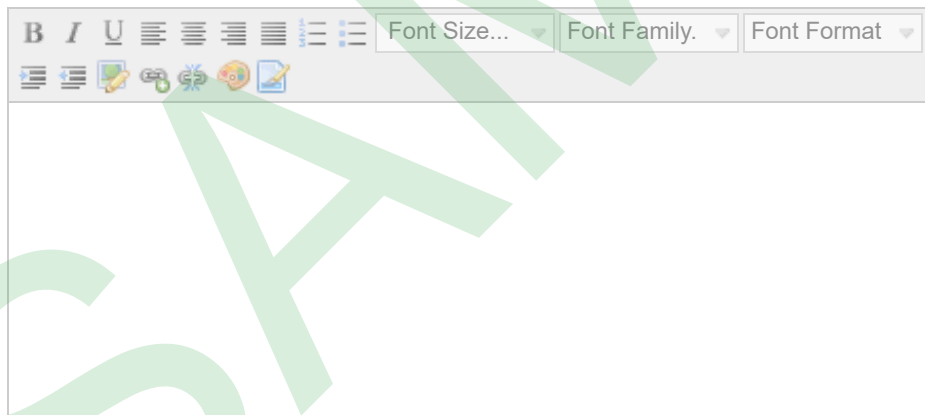


5. Describe how the school's teach-out plan addresses all Commission criteria and provide link(s) to all required documentation (III.L.1-2); if a teach-out agreement is also required, provide a link to that agreement (III.L.3): \*



All documents must also be uploaded (see next/final page), or type "N/A" if not applicable

6. List any other approved additional location(s), including the percentage(s) of degree(s) offered: \*



Please type "N/A" if none

## Relocating an approved location that offers half or more of a degree

(per Policies and Procedures IV.E.2-3)

**1. Effective date for relocation of this additional location: \***

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
Month		Day		Year	

**2. Complete address of "OLD" location:**

<input type="text"/>	
Street Address	
<input type="text"/>	
Street Address Line 2	
<input type="text"/>	<input type="text"/>
City	State / Province
<input type="text"/>	<div>Please Select ▼</div>
Postal / Zip Code	Country

**3. Complete address of "NEW" location:**

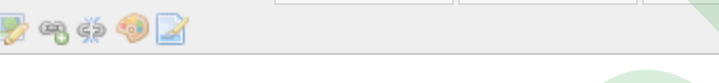
<input type="text"/>	
Street Address	
<input type="text"/>	
Street Address Line 2	
<input type="text"/>	<input type="text"/>
City	State / Province
<input type="text"/>	<div>Please Select ▼</div>
Postal / Zip Code	Country

**4. Approximate distance between the closed and new locations: \***

<input type="text" value="ex: 30 km"/>
Indicate in miles or kilometers

**5. If the new location is part of another entity (e.g., church or college), please list the name of that entity here and add a link to the written agreement allowing the school to use that facility: \***

Written agreement must also be uploaded (see next/final page), or type "N/A" if not applicable



The screenshot shows the Google Docs toolbar with the 'Font' menu open. The menu options visible are 'Font Size...', 'Font Family...', and 'Font Format...'. The 'Font' menu is highlighted in blue. A large green watermark 'AP' is visible in the background.

[illegible]

**8a. Faculty: \***

A screenshot of the Google Docs toolbar. The top row contains icons for Bold (B), Italic (I), Underline (U), bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert link, insert video, insert drawing, and insert table. Below these are three dropdown menus labeled "Font Size...", "Font Family.", and "Font Format.". The bottom row contains icons for undo, redo, print, share, comment, suggest, voice typing, and spell check.

Indicate whether the location will use full-time or part-time faculty

**8b. Facilities: \***

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon]  
[List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon]

Font Size... Font Family. Font Format

[List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon]

APR

Describe briefly the facilities and their accessibility

**8c. Library:** \*

[illegible]

Describe extent of library resources and services available to students

### 8d. Student Services:

\*

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Image, and a text box for Font Size. Dropdown menus for Font Family and Font Format.

Describe nature of student support services available

**9. Does this petition involve an additional location offering a complete degree? \***

- ☐ No\*
- ☐ Yes\*\*

**10a. \*If NO, describe how educational needs of current students will be addressed:**

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Image, and a text box for Font Size. Dropdown menus for Font Family and Font Format.

(e.g., "all students will relocate to the new location")

**10b. \*\*If YES, describe how the school's teach-out plan addresses all the criteria in Policies and Procedures III.L.1-2 and provide a link to any required documents:**

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Image, and a text box for Font Size. Dropdown menus for Font Family and Font Format.

All documents must also be uploaded; see final page of this form

**11. Describe here how the program(s) offered at this location will be evaluated, per Standard 2.6: \***

**B** *I* U

Font Size... Font Family. Font Format

Consider providing link(s) to any documentation describing the school's educational evaluation process

**12. Does your school meet all THREE criteria for an exemption to a focused evaluation visit?**  
(See note below) \*

- ☐ Yes  
☐ No

NOTE: [Policies and Procedures](#) IV.E.1 requires a focused visit within six months of opening an additional location that offers at least half a degree—unless the school meets these three exemption criteria in III.D.4: (1) has at least two approved additional locations offering half or more of a degree [three approved locations if school has not completed at least one accreditation cycle or has had recent public sanction], (2) is accrediting in good standing, and (3) has not been the subject of any recent Board actions raising concerns about its locations.

## Expanding an approved location from master's to doctoral degree

(per Policies and Procedures IV.E.1)

All fields marked with \* are required and must be filled.

**1. Effective date of expansion: \***

/  /

MonthDayYear

**2. Complete address of approved location:**

Street Address

Street Address Line 2

<input type="text"/>	<input type="text"/>
City	State / Province
<input type="text"/>	<div>Please Select </div>
Postal / Zip Code	Country

**3. Describe reason(s) for expanding this location and what percentage of which doctoral degree will be offered: \***

A screenshot of the Google Docs toolbar. The 'Font Size' dropdown menu is open, showing a list of font sizes: 10, 12, 14, 16, 18, 20, 24, 28, 32, 36, 40, 48, 56, 64, 72, 84, 96, 108, 120, 144, 160, 180, 200, 240, 280, 320, 360, 400, 480, 560, 640, 720, 840, 960, 1080, 1200, 1440, 1600, 1800, 2000, 2400, 2800, 3200, 3600, 4000, 4800, 5600, 6400, 7200, 8400, 9600, 10800, 12000, 14400, 16000, 18000, 20000, 24000, 28000, 32000, 36000, 40000, 48000, 56000, 64000, 72000, 84000, 96000, 108000, 120000, 144000, 160000, 180000, 200000, 240000, 280000, 320000, 360000, 400000, 480000, 560000, 640000, 720000, 840000, 960000, 1080000, 1200000, 1440000, 1600000, 1800000, 2000000, 2400000, 2800000, 3200000, 3600000, 4000000, 4800000, 5600000, 6400000, 7200000, 8400000, 9600000, 10800000, 12000000, 14400000, 16000000, 18000000, 20000000, 24000000, 28000000, 32000000, 36000000, 40000000, 48000000, 56000000, 64000000, 72000000, 84000000, 96000000, 108000000, 120000000, 144000000, 160000000, 180000000, 200000000, 240000000, 280000000, 320000000, 360000000, 400000000, 480000000, 560000000, 640000000, 720000000, 840000000, 960000000, 1080000000, 1200000000, 1440000000, 1600000000, 1800000000, 2000000000, 2400000000, 2800000000, 3200000000, 3600000000, 4000000000, 4800000000, 5600000000, 6400000000, 7200000000, 8400000000, 9600000000, 10800000000, 12000000000, 14400000000, 16000000000, 18000000000, 20000000000, 24000000000, 28000000000, 32000000000, 36000000000, 40000000000, 48000000000, 56000000000, 64000000000, 72000000000, 84000000000, 96000000000, 108000000000, 120000000000, 144000000000, 160000000000, 180000000000, 200000000000, 240000000000, 280000000000, 320000000000, 360000000000, 400000000000, 480000000000, 560000000000, 640000000000, 720000000000, 840000000000, 960000000000, 1080000000000, 1200000000000, 1440000000000, 1600000000000, 1800000000000, 2000000000000, 2400000000000, 2800000000000, 3200000000000, 3600000000000, 4000000000000, 4800000000000, 5600000000000, 6400000000000, 7200000000000, 8400000000000, 9600000000000, 10800000000000, 12000000000000, 14400000000000, 16000000000000, 18000000000000, 20000000000000, 24000000000000, 28000000000000, 32000000000000, 36000000000000, 40000000000000, 48000000000000, 56000000000000, 64000000000000, 72000000000000, 84000000000000, 96000000000000, 108000000000000, 120000000000000, 144000000000000, 160000000000000, 180000000000000, 200000000000000, 240000000000000, 280000000000000, 320000000000000, 360000000000000, 400000000000000, 480000000000000, 560000000000000, 640000000000000, 720000000000000, 840000000000000, 960000000000000, 1080000000000000, 1200000000000000, 1440000000000000, 1600000000000000, 1800000000000000, 2000000000000000, 2400000000000000, 2800000000000000, 3200000000000000, 3600000000000000, 4000000000000000, 4800000000000000, 5600000000000000, 6400000000000000, 7200000000000000, 8400000000000000, 9600000000000000, 10800000000000000, 12000000000000000, 14400000000000000, 16000000000000000, 18000000000000000, 20000000000000000, 24000000000000000, 28000000000000000, 32000000000000000, 36000000000000000, 40000000000000000, 48000000000000000, 56000000000000000, 64000000000000000, 72000000000000000, 84000000000000000, 96000000000000000, 108000000000000000, 120000000000000000, 144000000000000000, 160000000000000000, 180000000000000000, 200000000000000000, 240000000000000000, 280000000000000000, 320000000000000000, 360000000000000000, 400000000000000000, 480000000000000000, 560000000000000000, 640000000000000000, 720000000000000000, 840000000000000000, 960000000000000000, 1080000000000000000, 1200000000000000000, 1440000000000000000, 1600000000000000000, 1800000000000000000, 2000000000000000000, 2400000000000000000, 2800000000000000000, 3200000000000000000, 3600000000000000000, 4000000000000000000, 4800000000000000000, 5600000000000000000, 6400000000000000000, 7200000000000000000, 8400000000000000000, 9600000000000000000, 10800000000000000000, 12000000000000000000, 14400000000000000000, 16000000000000000000, 18000000000000000000, 20000000000000000000, 24000000000000000000, 28000000000000000000, 32000000000000000000, 36

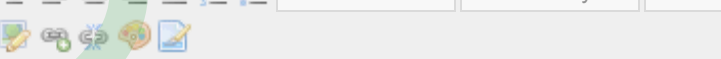
**4. Describe what additional resources are planned for students enrolling in the doctoral degree that will be new to this location (faculty, facilities, library services, student support):**

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] Font Size... Font Family. Font Format

[List Icon] [List Icon] [Pencil Icon] [Link Icon] [Unlock Icon] [Headset Icon] [Eraser Icon]

A large green watermark "AM" is visible across the page.

**5. Describe how the doctoral program to be offered at this location will be evaluated, per Standard 2.6: \***



Consider providing link(s) to any documentation describing the school's educational evaluation process

# Reducing an approved location to offer less than a complete degree

(if the school is not on probation and currently has at least two approved locations, only notification to and acknowledgement from Commission staff is required to reduce a partial-degree (i.e., 25-99%) location, per IV.E.2-3; if this is a full-degree location, then submit this petition form for Board review)

All fields marked with \* are required and must be filled.

1. Effective date of location reduction: \*

/  /  

Month Day Year

2. Complete address of location being reduced:

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select ▼

Country

3. Describe reason(s) for reducing this location: \*

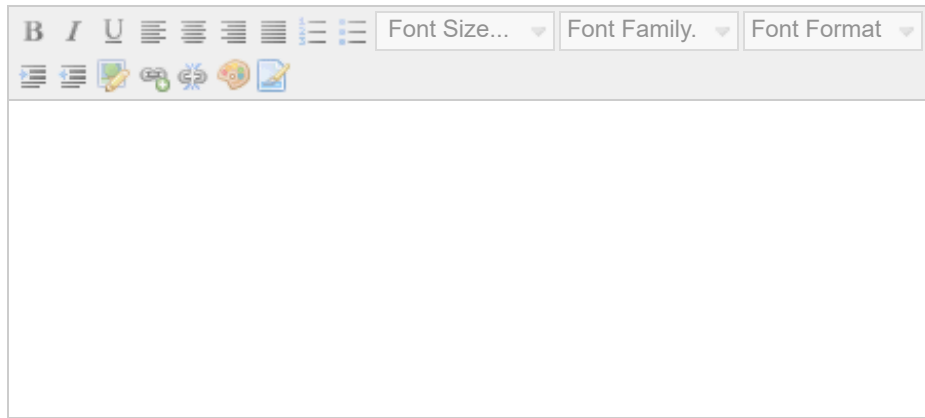
**B I U** [List Icons] Font Size... Font Family. Font Format

[Rich Text Editor Area]

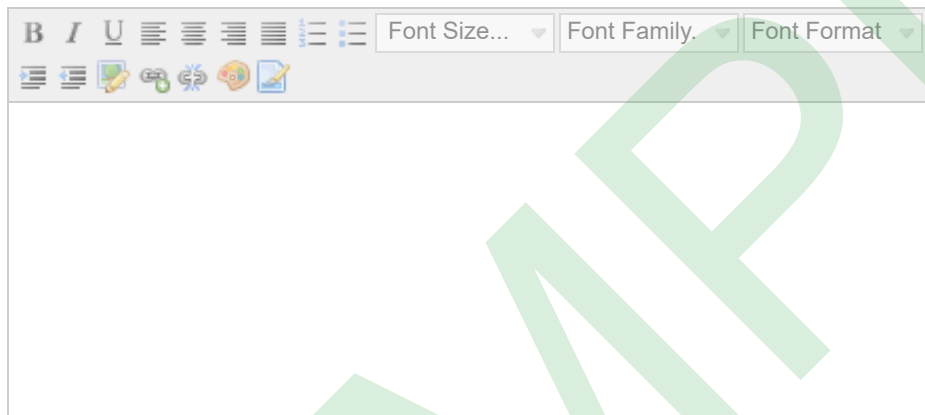
4. Does this reduction involve a location that offers a complete degree? (cf. Policies and Procedures III.L; cf. IV.E.2) \*

- ☐ No\*
- ☐ Yes\*\*

5a. \*If NO, describe how educational needs of current students will be addressed:



5b. \*\*If YES, describe how the school's teach-out plan addresses all Commission criteria and provide link(s) to all required documentation (III.L.1-2); if a teach-out agreement is also required, provide a link to that agreement (III.L.3):



All documents must also be uploaded; see final page of this form

**All fields marked with \* are required and must be filled.**

When finished, please submit this petition to the ATS Director of Commission Information Services by hitting the "submit" button below. You can expect an automated confirmation email within a few minutes. There is no fee for this (or any) Commission petition. Please do not send any paper copies or any emailed attachments; submit only this completed, online form (including any links to additional information requested).

NOTE: Petitions for additional locations are typically decided by the Board of Commissioners within a few months (see submission deadlines on ATS [petitions and notifications webpage](#)). If the school is adding or relocating an additional location and does not meet the three exemption criteria described in [Policies and Procedures](#)

IV.E.1, the Board will require a focused evaluation visit within six months of the start of the new location.

**ATS Commission Staff Liaison Email \***

Click to select from menu

▼

A copy of your form will be sent to this address

**CEO Email**

(optional)

A copy of your form will be sent to this address

**CAO Email**

(optional)

A copy of your form will be sent to this address

**ALO Email**

(optional)

A copy of your form will be sent to this address

**PDF attachment (optional)**

Choose File

No file chosen

If submitting multiple documents, consolidate these as one (bookmarked) PDF file

**Additional comments**

Submit



**ACCESSIBILITY**  
ENABLED FORM