Notification related to Additional Location

(non-substantive change for an additional location, formerly called an extension site)

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

The *Policies and Procedures* (VI.A.6) require schools to notify the Commission of certain types of "non-substantive" changes and to receive Commission staff acknowledgement of those changes before they are implemented. This form covers the following types of changes: (1) *adding* or *expanding a new location* to offer at least one-fourth but less than one-half of a degree, (2) *closing* or *reducing an approved location* currently offering at least one-fourth but less than one-half of a degree (see note below), and (3) *relocating an approved location* that offers at least one-fourth but less than one-half of a degree. ***Adding, closing, reducing, or relocating an additional location that offers half or more of a degree requires a petition, rather than this notification*** (see note below; cf. petitions and notifications webpage). Adding, closing, or relocating an additional location that offers less than one-fourth of a degree requires neither notification nor petition.

This notification form may be submitted at any time, though at least 30 days before implementing the change. Commission staff will typically acknowledge this notification within 30 days. Schools are to use this form to notify staff for each change related to additional locations by completing the relevant portion (i.e., submit one notification form per change). In completing this form, please include links to additional documentation as requested or as deemed helpful.

NOTE: If the school is not on probation and currently has at least two approved locations, then *closing* or *reducing* a partial-degree location that does not presently offer a full degree (i.e., 25-99%) requires only this notification form and Commission staff acknowledgement. But if the location offers a complete degree or the school does not meet the two privosos above (IV.E.2), then a petition must be approved by the Board (see petitions and notifications webpage).

i. Name of school: *

Click to select from menu

SAMPLE

ii. Contact information for person submitting this form: *

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 notification being submitted: *

Click to select from menu

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

Adding/Expanding a location to offer 25-49% of a degree

(if seeking to offer at least half a degree at the proposed location, submit a petition to add a new additional location—not this notification)

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

1. Effective date for new additional location: *

Month / Day / Year

2. Complete address of new location:

Street Address

Street Address Line 2

City | State / Province

Postal / Zip Code | Country

Please Select

SAMPLE

3. Describe reason(s) for adding this location and list percentage(s) of which degree(s) will be offered there: *

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Degree(s) must also be Commission-approved

4. Describe what resources will be available: *

Font Size... Font Family. Font Format

(i.e., faculty, facilities, library services, student support)

5. Describe what legal authority, if any, is needed to operate at this location and provide evidence that the school has that authority, e.g., state or provincial authorization (NOTE: for any international location where government authorization is not available, describe why it is not available and document instead that the proposed site has significant support from a recognized and respected professional, civic, or ecclesial organization in that area): *

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Provide link(s) to any documentation here, or consolidate all appendices and upload bookmarked PDF (next page)

SAMPLE

Closing/Reducing a location not offering a full degree

(if half or more of a degree is offered at the additional location, submit a petition to close/reduce the additional location, not this notification—however, if the school meets the two conditions described in Policies and Procedures IV.E.2, the school may submit this notification concerning a partial-degree location of any percentage, i.e., 25-99%)

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

1. Effective date of location closure/reduction: *

Month / Day / Year

2. Complete address of location being closed/reduced:

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select

Country

3. Describe the nature of this change, the reason(s) for seeking the change, and how the needs of current students will be addressed: *

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Formal teach-out plan is NOT required

SAMPLE

Relocating an approved location that offers 25-49% of a degree

(if at least half a degree currently can be earned at this location, submit a petition to relocate an additional location—not this notification)

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

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

Month / Day / Year

2. Complete address of "OLD" location:

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

3. Complete address of "NEW" location:

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

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

ex: 30 km

Indicate in miles or kilometers

SAMPLE

5. Describe reason(s) for relocating and any changes concerning degree(s) to be offered there: *

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Degree(s) must also be Commission-approved

6. Describe what resources will be available: *

Font Size... Font Family. Font Format

(i.e., faculty, facilities, library services, student support)

7. Describe what legal authority, if any, is needed to operate at this location and provide evidence that the school has that authority, e.g., state or provincial authorization (NOTE: for any international location where government authorization is not available, describe why it is not available and document instead that the proposed site has significant support from a recognized and respected professional, civic, or ecclesial organization in that area): *

Font Size... Font Family. Font Format

Provide link(s) to any documentation here, or consolidate all appendices and upload bookmarked PDF (next page)

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

SAMPLE

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—and formal acknowledgement by your Commission staff liaison usually within 30 days. Please do not implement this change until you receive that acknowledgement from your liaison. There is no fee for any notification (or any 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).

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

SAMPLE

Submit

ACCESSIBILITY
ENABLED FORM

SAMPLE