

Instructions—New Location

APPROVAL CRITERIA—NEW LOCATION

New Location Approval Rules:

1. Location approval is not required to offer only courses at a new location.
2. Location approval is not required for a location previously approved for the institution.
3. Location approval is required to offer any program (new or relocated or replicated) for the first time at a new location.

Duration of Approval. Approval of a location is valid for one year following the date of its approval. Approval continues until no programs are offered at the location.

Expiration of Approval. Location approval expires when an institution has closed all academic programs at the location.

Naming. A location may not be called a center, for centers require legislative approval. However, a location may include the word center in its name when it is part of the location's legal name, e.g., the program will be delivered at the Wells Fargo Center.

Leased Space. When space is leased, a location may also require approval by the facilities division of the office of chancellor. The following guidelines apply:

- \$2 million or more requires Board of Trustees approval
- \$100,000 or more for a time period longer than five years requires chancellor approval
- Under \$100,000 requires notification to the chancellor.

Contact office of the chancellor Facilities staff for more information on approvals required for leasing space facilities@so.mnscu.edu.

For more assistance in interpreting these criteria, please refer to [Staff Contacts](#)

GENERAL INFORMATION

Link to information on how to complete general information section on all applications.