

Instructions—Relocate or Replicate

APPROVAL CRITERIA—RELOCATE OR REPLICATE

An existing program may be relocated or replicated to a location previously approved for an institution. Approval to relocate or replicate a program is required. Additional information will be required in the following cases:

- If the program will be offered at a site new to the institution, or
- If the proposed site of the program affects a program offered by another institution in the same program service area or is within a 60 minute commute of a similar program offered by another institution. A Notice of Intent application must be submitted in this case.

Only entire programs can be relocated or replicated. The program offered at the new site should have exactly the same requirements as the on-campus program. Students should be able to fulfill all program requirements at the proposed site. If the institution will not be offering all courses for completion of an award, students must be advised of this. For example, if a university relocates the courses for a major to another site, students must be informed that there are additional award requirements that may have to be met through transfer or completion of coursework at another college or university.

Relocated programs are closed at the original site. Replicate the program to offer the program at both sites. Replicated programs continue to be offered at the original site.

Whether locations are new to an institution, or were previously approved, all relocated and/or replicated programs are evaluated to determine whether programs are located within a 60-minute commute or the same service area of a similar program offered by another institution.

Relocations and replications may also require approval from the Higher Learning Commission to extend accreditation to new sites.

Relocation of a program to a different system institution will be reviewed on a case-by-case basis. If the relocation is approved, program closure at the existing site is also approved.

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.

[DOCUMENTING NEED AND RESOURCES](#)

Link to information on how to document student interest, occupational demand, and resources to deliver a program.