# **BRANCH CAMPUS AND ADDITIONAL LOCATIONS GUIDELINES**

# INSTITUTION INFORMATION

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| **DATE OF SUBMISSION:** Click or tap to enter a date. | | | |
| **INSTITUTION NAME:**  Click or tap here to enter text. | | | |
| **INSTITUTION CONTACT:** | | | |
| **Name and Title:** Click or tap here to enter text. | **Email:** Click or tap here to enter text. | | **Telephone:** Click or tap here to enter text. |
| **INSTITUTION MAIN CAMPUS ADDRESS:**  Click or tap here to enter text. | | | |
| **INSTITUTION SECTOR:**  Choose an item. | | **PLAN TYPE:** [**(click here for definitions)**](#_DEFINITIONS:)  Choose an item. | |
| **LOCATION(S) OF BRANCH OR ADDITIONAL LOCATION:**  Choose an item.  **ADDRESS(S) OF BRANCH(S) AND/OR ADDITIONAL LOCATION(S):**  **(include NJ county(ies), if applicable)**  Click or tap here to enter text. | | | |

# SUBMISSION REQUIREMENTS

* Institution completes this submission form in its entirety, based on regulations at *N.J.A.C. 9A:1-6.1et seq.,* by **clicking the text fields below each prompt to insert responses.**
* The document “*Navigation Pane”*/outline is viewable if checked off under the *“View”* menu tab. **PLEASE MAINTAIN THE NAVIGATION OUTLINE AS CURRENTLY PRESENTED WHEN SUBMITTING PLAN.**
* **IMPORTANT:** This fillable document is “protected”; editing is restricted to filling in the form. The petition may be submitted in its current Microsoft Word format. If the document is converted to pdf format, **please ensure that the existing navigation bookmarks are saved in pdf format**.
* Within this document, please link to, insert pdf object file, or scan image to as many responses as possible. It is the institution’s responsibility to ensure that all links provided are working and launch appropriately and accurately. Links are to be individually labeled and indicate the specific launch location, e.g. institution’s website. Please indicate if linking is not possible, and copy and paste the information into the prompt box.
* Institution mails the appropriate fee *($1,000 for public research university or State College branch campus within New Jersey; $2,000 for public research university or state college branch campus or additional location outside New Jersey; $500 for independent institution branch campus or additional location within New Jersey)* - utilizing the fee memo and check information forms found at <https://www.nj.gov/highereducation/licensure/forms.shtml>
  + **All checks must be made payable to Treasurer, State Of New Jersey** accompanied by a fee memo and check information sheet found at <https://www.nj.gov/highereducation/licensure/forms.shtml> , and sent to the following address:

**Overnight Mail with tracking number to:**

Office of the Secretary of Higher Education (OSHE)

Attn: Licensure Unit / Adrian Wright

1 John Fitch Plaza, 10th Floor

PO Box 542

Trenton, NJ 08625

**If the check is received with incorrect or missing information, it will be returned to the institution.**

* + **PLEASE NOTE**: **PLAN SUBMISSION IS NOT CONSIDERED COMPLETE UNTIL THE SUBMISSION FEE HAS BEEN RECEIVED**. **THE PLAN WILL BE REJECTED IF THE SUBMISSION FEE HAS NOT BEEN RECEIVED BY 5:00 P.M. EST ON THE 10TH BUSINESS DAY, FROM THE ORIGINAL PETITION SUBMISSION DATE.**
* When your institution is ready to submit the plan, kindly send it to OSHE, preferably via email to: [Licensure.HigherEducation@oshe.nj.gov](mailto:Licensure.HigherEducation@oshe.nj.gov) This petition may also be submitted via an electronic document transfer service (Drop Box, Google Docs, etc.). DO NOT SEND A PAPER COPY.

# DEFINITIONS:

## Branch Campus

“Branch Campus” means a physical facility located at a place other than the institution’s principal campus offering one or more complete programs leading to a degree.

## Additional Location

“Additional Location” means a location, other than a branch campus, that is geographically apart from the main campus and at which the institution physically offers at least 50 percent of an educational program

# SUBMIT A PLAN IF:

## [***CLICK HERE*** if a public research/state college is seeking to establish a branch campus within New Jersey. N.J.A.C. 9A:1-6.2](#_Branch_Within_NJ)

## ***[CLICK HERE](#_Branch_or_Additional)*** [if a public research/state college is seeking to establish a branch campus or additional location that is out of New Jersey or the U.S. and will serve at least 100 students.](#_Branch_or_Additional)[N.J.A.C. 9A:1-6.3](#_Branch_or_Additional)

## [***CLICK HERE*** if an independent institution of higher education is seeking to establish a branch campus or additional location within New Jersey that will serve at least 100 students.N.J.A.C. 9A:1-6.4](#_Independent_IHE_Plans)

**Please contact** [**Licensure.HigherEducation@oshe.nj.gov**](mailto:Licensure.HigherEducation@oshe.nj.gov) **if there are any questions about which plan is applicable.**

## Branch Within NJ

**IF THE INSTITUTION TYPE IS “PUBLIC RESEARCH OR STATE COLLEGE” AND THE PLAN REQUEST IS FOR A BRANCH CAMPUS *WITHIN* THE STATE OF NEW JERSEY**

1. Provide a link or pdf document of the Board of Trustees resolution that includes:
2. Evidence and explanation of the higher education need for the branch campus, with relevant data, e.g. projected enrollments, labor market need, market surveys of population and/or businesses in the area, Department of Labor statistics, census data, etc., or other metrics.
3. A listing and description of the proposed courses and programs that will be offered at the branch campus

1. Evidence that the proposed courses or degree programs at the branch campus are at least equivalent in quality to comparable degree programs on the main campus.
2. Evidence that the institution has provided for effective monitoring and controls to maintain quality at the branch campus
3. Evidence of the dedication of the financial capacity and sufficient resources to support the proposed branch campus without eroding the quality of ongoing programs and operations in the rest of the institution.
4. A statement that the proportion of courses taught by full-time faculty at a branch campus are the same as on the main campus.
5. Provide information on the standards at N.J.A.C. 9A:1-1.5 through 1.12 with special attention to evidence that demonstrates that the classroom, laboratory, computing, and library facilities are adequate; the provisions for administration, support staff, and counseling are sufficient; and the qualifications of faculty are appropriate:
6. Long-range plan
7. Provide the statement(s) from the institution’s long-range plan that describes the institution’s plans for geographic and/or programmatic expansion, and that that indicates appropriate resources (physical, human and financial) undergird the elements of the plan.

1. Organization and Administration
2. Describe organization and administration of the branch campus (including support staff) and how it relates to organization and administration of main campus. Include a link to an organization chart.
3. Provide descriptions for all roles and responsibilities of administrators, faculty and staff at the branch campus.
4. Finances
5. Provide estimated cost and sources of income for the branch campus.
6. Provide proposed budget for each of the first three years of operation.
7. Note the insurance policy for the branch campus (state the insurer and amount of liability coverage).
8. Faculty
9. List faculty (full-time and part-time) including faculty currently identified, who will be involved in the program(s)/course(s), their responsibilities, and credentials, or provide a plan.
10. Complete the *Schedule of Faculty Responsibilities* form for all faculty who will be involved in the branch campus.

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| **Instructor**  **[First Name, Last Name, Rank]** | **Course Number & Title** | **Semester**  **Hour**  **Credits** | **#**  **Students** | **Full-time or Part-time Faculty**  **Status** | **Total**  **Semester Credit Load for Fulltime Faculty** | **Indicate if**  **Course Is**  **Overload**  **Assignment** | **Other Responsibilities of Full-time Faculty** |
| *Example*  *James Smithe, Pd.D.* | *Economics 203 – Economic Ideas and Issues* | *3* | *15* | *Full-time* | *12 credits* | *No* | *Economics 204 – Intermediate*  *Microeconomic Analysis (3)*  *Department chair (3)*  *Funded Research Project (3)* |
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1. Provide current curriculum vitae for each faculty listed above. (May be a link or pdf document)
2. Describe the process by which faculty will be drawn from existing programs on campus and what amount of time each will devote to the branch campus program.
3. Give the anticipated student/faculty ratio for the first three years of operation and comparison with student/faculty ratio on main campus.
4. Library
5. Describe whether and how branch campus students will have access to resources of main library.
6. Describe what materials (books, periodicals, journals, digital resources, or other) will be provided on-site at the branch campus.
7. Students and Student Services
8. Give estimated head count and FTE student enrollments for each of the first three years of the branch campus; estimate what percentage of this enrollment will be on a part-time basis.
9. Describe the anticipated student body of the branch campus, including such factors as geographical distribution, economic and occupational status, self-identified gender categories, traditionally underrepresented.
10. Describe branch campus policies and services in the areas of admissions, counseling, financial aid, registration, placement, remedial services, academic support, and student life programs and how these compare with policies and services on main campus.
11. Describe how the institution plans to maintain transcripts for all students at the branch campus.
12. Physical Facilities
13. Describe the physical facilities including accessibility.
14. Describe the laboratory facilities available if programs are in the STEAM disciplines.
15. Describe the computer and technology facilities to be available, if appropriate, to the proposed branch campus programs.
16. Official Publications
17. Provide draft of catalog description of branch campus programs. (May be a link or pdf file)
18. Provide any recruitment materials that may be available. (May be a link or pdf file)

## Branch or Additional Location Outside NJ or US

**IF THE INSTITUTION TYPE IS “PUBLIC RESEARCH OR STATE COLLEGE” AND THE PLAN REQUEST IS FOR BRANCH CAMPUSES AND ADDITIONAL LOCATIONS *OUTSIDE* NJ OR *OUTSIDE* THE U.S THAT WILL SERVE AT LEAST 100 STUDENTS**

**IMPORTANT: COMPLETE ALL INFORMATION REQUIRED IN SECTION** [***“BRANCH WITHIN NJ”***](#_Branch_Within_NJ)**IN ADDITION TO THE FOLLOWING:**

1. Provide a link or pdf document of Board of Trustees resolution that includes:
2. Evidence of study and investigation that concludes that it is advisable for the institution to establish the proposed branch campus or additional location out-of-state or out-of-the country, and authorizes the institution to request OSHE for approval of the proposed branch campus or additional location as specified in this plan.
3. A link or pdf document to the studies and investigations authorized by the Board of Trustees that indicate that it is advisable for the institution to establish a branch campus or additional location out-of-state or out-of-country.
4. A description of the higher educational needs of the country or region in which the branch campus or additional location and its proposed programs shall be located. Justify need for the branch campus or additional location with relevant data, e.g. projected enrollments, labor market need, market surveys of population and/or businesses in the area, Department of Labor statistics, census data, etc., or other metrics as available at, the CIA World Fact Book, U.S. Department of State Bilateral Relations Fact Sheets or other credible international statistical databases or governmental sources.
5. An estimate of the cost of establishing and maintaining the branch campus or additional location, including the cost of any planned acquisition or construction of facilities.
6. Evidence of a commitment that the branch campus or additional location will comply with the provisions of the Open Public Records Act, P.L. 1963, c. 73 (C.47:1A-1 et seq.).
7. Provide evidence that the branch campus or additional location serves a compelling State interest.
8. Provide evidence that the branch campus or additional location does not impose excessive costs to the State. Such evidence may include but is not limited to the following:
   * 1. Net cost to the State of the branch campus or additional location, including any long-term expenses;
     2. Any financial liabilities to the State that may be incurred as a result of the branch campus or additional location; and
     3. Information indicating that the financial sustainability of the branch campus or additional location would allow for it to continue operations year after year;
9. Provide evidence that the branch campus or additional location does not impose reputational risk to the State. Such evidence may include, but is not limited to, an attestation that the applicant will continually notify the State of:
   * 1. All major financial and governance transactions made between the institution and the out-of-State/out-of-country host;
     2. Any agreement(s) made between the institution and the out-of-State/out-of-country host in advance of the institution entering into such agreements;
     3. Any additional requirements imposed by the out-of-State/out-of-country host that are not already mandated by the State; and
     4. Any gifts received, including any gift that was later returned or any gift for which compensation was paid after receipt
10. Evidence that the branch campus or additional location does not impose a risk to the security interests of the State or Federal government. Such evidence may include, but is not limited to:
11. Documentation of pre-clearance from the United States Department of Homeland Security, along with a plan to comply with any requirements imposed by the United States Department of Homeland Security as a condition to the receipt of pre-clearance by the institution; and
12. Documentation of pre-clearance from the New Jersey Office of Homeland Security and Preparedness, along with a plan to comply with any requirements imposed by the New Jersey Office of Homeland Security and Preparedness as a condition to the receipt of pre-clearance by the institution.
13. Provide the institutional plan that documents that all faculty and members of the professional staff not holding faculty rank performing services at a branch campus or additional location outside the State or country shall be paid and provided benefits in the same manner as all other employees of that institution within the State.
14. Provide an attestation signed by the President of the institution or their designee that the plan to establish an out-of-state or out-of-country branch campus or additional location does not conflict with existing State or federal laws or regulations.
15. Describe insurance coverage, including as applicable, but not limited to, kidnapping insurance and cyber related insurance that will cover branch campuses and additional locations, and the anticipated date of coverage, and amounts of coverage for the branch campuses and additional locations.
16. Are there any plans to have cloud-based network interconnectivity?  If so, what cyber security safeguards will be put in place?
17. Provide any memoranda of understanding or contracts, signed by both parties, specifying what facilities, services, and resources (e.g. library use, classroom space, residential facilities) third parties will provide to the institution and what the institution will pay for those facilities and services. The agreement should specify all conditions, including means of terminating the agreement. (May be scanned images, or pdf documents).
18. Describe any caveats that will ensure that any sensitive research grants are insulated from non-institution personnel, and any provisions that will exclude foreign professors will be observed.
19. Provide evidence that parties to all agreements will agree to respect the applicable laws and regulations of the USA and State of New Jersey, including: (a) Protection of Human Subjects (45 CFR Part 46); (b) US Export Control (Arms Export Control Act, 22 USC 2751-2794; US International Traffic and Arms Regulation, 22 CFR Part 120; Arms Administration Act, 50 USC 2401-2420; and US Export Administration Regulations 15 CFR 730-774); and (c) Foreign Corrupt Practices Act (15 USC §§ 78dd-1, et seq.) and all in-country laws regarding bribery and corrupt practices, and that each Party agrees not to take any action that would cause another Party to be in violation of US Anti-Boycott laws and regulations or to participate or cooperate, directly or indirectly, in an international boycott in any manner that would result in any fine, penalty or tax under any US Anti-Boycott law or regulation under the US Export Administration Act of 1979 (and all amendments thereto).
20. What are the intellectual property policies of the institution that would be applicable to the branch campuses and additional locations, including, but not limited to: Ownership and commercialization rights, rights specifically relating to students’ inventions, settlement of disputes, and applicable law.

## Independent IHE Plans

**If the institution type is “independent” AND the plan request is for a Branch Campus or additional location that will serve at least 100 students of the institution *within* NJ:**

1. Provide a link or pdf document of the Board of Trustees resolution that includes:
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15. Describe the computer and technology facilities to be available, if appropriate, to the proposed branch campus programs.
16. Official Publications
17. Provide draft of catalog description of branch campus programs. (May be a link or pdf file)
18. Provide any recruitment materials that may be available. (May be a link or pdf file)