**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION**
**POLICY MANUAL**

**SERIES** 300. Academic Affairs

**SECTION:** 304. Location Expansion

**POLICY:** 304.1. Approval of Additional Location or Branch Campus

**EFFECTIVE:** July 1, 2021

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## A. PURPOSE

1. The purpose of this policy is to define the approval requirements of an additional location or branch campus.

## B. DEFINITIONS

1. Additional Location: The Board of Technical Education shall follow the same additional location definition as determined by the U.S. Department of Education[1].

2. Branch Campus: The Board of Technical Education shall follow the same branch campus definition as determined by the U.S. Department of Education[2].

## C. POLICY

1. The Board of Technical Education (hereinafter "Board") will consider an application for approval of an additional location or branch campus at each regularly scheduled meeting and at special meetings based on the recommendation of the executive director and approval of the Board President.

2. The Board may take one of the following actions when considering the approval of an additional location or branch campus:

    2.1. Approval.

    2.2. Disapproval.

    2.3. Deferral to a later date.

3. The Board shall utilize the following process when considering the approval of an additional location or branch campus application.

    3.1. A technical college must submit an application at least 50 business days in advance of a Board's regularly scheduled meeting. Submissions received after the 50 business day mark will be added to the following regularly scheduled meeting agenda unless otherwise determined by the executive director.

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[1] 34 CFR § 600.2. Retrieved October 10, 2020, from https://ecfr.federalregister.gov/current/title-34/subtitle-B/chapter-VI/part-600
[2] 34 CFR § 600.2. Retrieved October 10, 2020, from https://ecfr.federalregister.gov/current/title-34/subtitle-B/chapter-VI/part-600

3.2. The executive director will confirm the application is complete.

3.2.1. The executive director will confirm the application is complete or will request additional information within ten (10) business days of the application submission deadline date.

3.2.2. Should a technical college be asked to provide additional information, the institution will have up to ten (10) business days to revise and resubmit its application to the executive director.

3.3. The executive director shall convene a meeting with the technical college president, or the president's designee, to review the application. The meeting is informational only.

3.4. The executive director shall convene a meeting with the Committee on Academic Affairs and Institutional Effectiveness (hereinafter "Committee") to review the application with the technical college. The Committee will consider the merits of the application and make an action recommendation to the Board.

3.5. The Board will consider the program application and the Committee's recommendation and take one of three actions referenced in Section C.2 of this policy.

4. Approval to expand to an additional location or branch campus is valid for three (3) years upon the date of approval by the Board. If an institution does not implement the expansion within three (3) years of the approval date, the approval is terminated.

5. A technical college may not accept new students in an additional location or branch campus until the application is approved.

## D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

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**SDCL REFERENCE:** 13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21

**ARSD REFERENCE:** 24:59:01

**HISTORY:** Adopted May 20, 2021.