



**NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION**

209 Burlington Road, Bedford, MA 01730

Voice: (781) 271-0022

Fax: (781) 271-0950

Web: <http://cihe.neasc.org>

---

**Procedures for the  
On-Site Evaluation of a Newly Established Branch Campus  
or  
Additional Instructional Location**

---

In keeping with Federal regulations, a newly established Branch Campus or Additional Instructional Location approved by the Commission on Institutions of Higher Education under its *Policy on the Review of Off-Campus Programming*, must undergo a site visit within six months of becoming operational. The following procedures govern these site visits.

**Purpose** The purpose of the site visit is to assess the institution's success in implementing its plans to establish the Branch Campus or Additional Instructional Location; to verify that the site has the personnel, facilities and resources as claimed in the report of notice to the Commission; to determine that matters, if any, specified by the Commission in its action approving the site as needing particular attention have been addressed; and to otherwise assure that the site fulfills the *Standards for Accreditation*.

**Site Visitor and Date Selection** Typically, the Commission appoints one team member to be sent to the Branch Campus or Additional Instructional Location for a one-day visit. (In cases of larger Branch Campus sites, the evaluation may be undertaken by a team of two for two days.) The site visitor is not expected to conduct a pre-visit to the home campus. Depending on the location and type of programming offered, the visit runs from morning to night, or from noon to noon in cases where the site offers evening programming. The visit may be shortened at the site visitor's discretion if the evaluative task can be accomplished in less time.

The institution contacts the site visitor once identified to determine a mutually satisfactory date for the visit. It should occur when instruction is being offered at the site and within six months of its becoming operational. The institution informs the Commission of the date once established.

**Materials** At least three weeks in advance of the site visit, the institution sends to the site visitor a copy of its original proposal to establish the Branch Campus or Additional Instructional Location submitted to the Commission, together with a brief update regarding steps taken to implement the proposal and any other new information it believes useful. In its materials, the institution addresses any areas specified for particular consideration during the site visit. At the same time three copies of the same materials are sent to the office of the Commission.

Upon appointment, the Commission provides the site visitor these procedures, the *Standards for Accreditation*, an evaluation summary sheet, a summary of the institution's accreditation history, a copy of the notification letter to the institution approving the Branch Campus or Additional Instructional Location, and an expense form.

**The Site Visit** The site visitor will interview the on-site coordinator, faculty, and students as deemed appropriate seeking to validate that the institution has successfully implemented its plans to establish the Branch Campus or Additional Instructional Location and otherwise fulfills the *Standards for Accreditation*. Site visitors also give particular attention to matters as specified in the Commission's action approving the site, if any. Subsequent to the visit, the evaluator submits his/her expenses which are forwarded to the institution for payment.

**Site Visit Report** The site visitor prepares a brief narrative report (no more than five pages) outlining his/her findings. The report is sent to the Commission office within two weeks of the site visit. A copy of the report is forwarded to the institution for comment.

**Commission Review** The site visitor report and the institutional response, together with submitted institutional materials, will be reviewed by the Commission at its next regularly scheduled meeting. The institution is informed in writing of the Commission's conclusions.

**Costs.** The institution will be billed an evaluation fee for each domestic off-campus site visited. In addition, the institution will be responsible for all related expenses incurred by the evaluator(s). The current schedule of fees is available on the Commission website at <http://cihe.neasc.org>.

*April 2000  
Editorial changes May 2011*