

Off Campus Degree Programs

Off campus degree programs are degree programs in which 50% or more of the degree program is offered at a location apart from the main campus. This definition is used by the U.S. Department of Education and the Western Association of Schools and Colleges (WASC), as well as by all accredited American universities.

Off campus degree programs, in any school or college at Santa Clara University, must be approved by the Provost. Any academic program change must follow the procedures described in the “Approval of Academic Program Changes” document posted at <http://www.scu.edu/provost/Policies-and-Procedures.cfm>

Students participating in off campus degree programs must be coded in PeopleSoft by location in addition to other PeopleSoft categories.

U.S. Department of Education policies

- All schools are required to report off campus degree sites to the U.S. Department of Education. The U.S. Department of Education sends an Eligibility and Certification Approval Report (ECAR) to the school listing the school’s educational programs and locations.
- Schools must not disburse FSA funds to students at a new location before the school has reported that location and submitted any supporting documents to the U.S. Department of Education. Once it has reported a new licensed and accredited location, a school may disburse FSA program funds to students enrolled at that location, per 34 CFR 600.21 dated Nov. 1, 2000.
- Telecommunications programs (online courses) are treated in the same way as traditional residential programs.

WASC policies

- The University reports all off campus programs to WASC annually as part of an OCDE report (Off Campus Distance Education Report) per the “Protocol for the Review of Locations Geographically Apart from the Main Campus” effective May 22, 2007.
- The University reports the number of off campus students in each location in an annual WASC report and the report accompanying the Comprehensive Review process.
- WASC requires the submission of a “substantive change” proposal for sites 25 miles or more from the main campus where 50% or more of a degree program is offered.

WASC visits off campus sites as part of the site visits associated with the Comprehensive Review process.