

**Marquette University**  
**Office of the Provost**  
**ACADEMIC POLICY**

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To: Deans  
From: Dr. John J. Pauly, Provost  
Date: June 12, 2011 (revised September 2, 2011)  
Subject: Alternate (Off-campus) Location for Teaching Courses

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All academic classes are required to be taught on the Marquette campus, unless an alternative (off-campus) location has been approved. The process described in this policy must be completed before any class may meet off-campus.

Due to the timing required to complete this process the college/school/department should begin the approval process no later than one semester prior to the planned term to teach off-campus; however, given that the approval process includes some departments of the federal government, it is advisable that the alternative location approval process be completed during the curriculum approval cycle as annually promulgated by the Office of the Provost.

**Approval Process:**

1. A contract or a letter of understanding between Marquette and the alternate location must be signed by both parties. To begin the process, complete the “[Alternative \(Off-Campus\) Location](#)” form (also located directly beneath this policy on the Provost web site). Scan/fax the form to the number listed on the form.
2. The alternate location must then be approved by the U.S. Department of Education, the Veteran’s Administration and the Office of the Provost.
3. General Counsel will notify the University Registrar (Registrar) once the contract is approved.
  - a. The Registrar will notify the Office of Student Financial Aid to register the alternative location with the U.S. Department of Education, if needed.
  - b. The Registrar will notify the campus Veteran’s Administration liaison to coordinate with the Veteran’s Administration (VA) for approval of the alternate location.
    - *If the alternative site has not been approved by the VA when classes begin for the term/session, students may still enroll in the class at this location; however, they will not receive VA educational benefits for the course until the site is approved by the VA.*

- *Note: there have been times when the VA did not approve an alternative site; therefore, veterans who take classes at this sites should not count on the educational benefits as a given and must make other tuition payment arrangements, if VA benefits are normally used by the veteran to pay tuition.*
- c. The Registrar will notify the Vice Provost for Teaching and Undergraduate Programs of the alternative site for final approval and reporting to the Higher Learning Commission, if needed.
4. Once the contract is signed and the U.S. Department of Education, the VA and the Office of the Provost have approved the new location, the Registrar will confirm via email with the college/school/department that the class may be taught at the alternative location.
    - a. The location will then be added to CheckMarq, so that it may be identified in the Schedule of Classes.
    - b. This information will appear in the ‘classroom field’ and can be used for future reporting.

**Termination Process:**

1. When a college/school/department terminates the contract for the alternative location site, the Registrar will be notified as part of this termination process.
2. The Registrar will notify the Office of Student Financial Aid, the Veteran’s Administrator in the Office of the Registrar, and the Office of the Provost of the termination.
3. Each office will then be responsible for notifying the respective agency for which they are responsible of the termination.

cc: Mr. Alexander Kaleta  
Mr. Jeff Kipfmuller  
Ms. Georgia McRae  
Dr. Gary Meyer  
Ms. Susan Teerink