Off-Campus and Distance Program Procedures
November 6, 2009

1. School/College Level
   (development of program)

2. Office of Academic Affairs
   (review and submission to FADM & NWCCU)

3. NWCCU
   (reviews/affirms accreditation)

3. Finance & Administration
   (review of lease documents and updates application listing)

4. US Dept. of Education
   (approval of disbursement of financial aid)

5. Office of Academic Affairs
   (notifies College/School)

5. College Level
   (course scheduling)

* 50% or 45+ credits of a program where financial aid will be disbursed must be reported to US. Dept of Education

* NWCCU requires notification of any new off-campus locations or site changes