



New Instructional Site Form

An instructional site is a location in Virginia where a postsecondary school offers one or more courses on an established schedule and lacks administrative capabilities.

Mail form and company or cashiers' check, in the amount of \$100, made payable to the **Treasurer of Virginia**, to: State Council of Higher Education for Virginia. ATTN: Private and Out-of-State Postsecondary Education. 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219

Complete the following for each institutional site operating in Virginia, pursuant to 8VAC 40-31-180(B)(9). Make copies of this form if necessary to report information for additional sites.

New Site Information

School Name:		Date:	
Street Address:			
City:	State:	ZIP Code:	
Office Phone #:	()	Office Fax #:	()
Site Contact Person:	Title:		
Phone # :	()	Email :	

List Programs Offered at the New Site (attach separate sheet to list additional programs)

Program Name	CIP Code: http://nces.ed.gov/pubs2002/cip2000/	Program Duration & Hours	
		<input type="checkbox"/> Credit Hours	number of hours
		<input type="checkbox"/> Clock Hours	number of hours
		<input type="checkbox"/> Credit Hours	number of hours
		<input type="checkbox"/> Clock Hours	number of hours
		<input type="checkbox"/> Credit Hours	number of hours
		<input type="checkbox"/> Clock Hours	number of hours
		<input type="checkbox"/> Credit Hours	number of hours
		<input type="checkbox"/> Clock Hours	number of hours

Accreditation Information

Out-of-State Institutions requesting certification must be fully accredited by an organization recognized by the U.S. Department of Education. Unaccredited in-state institutions must submit annually a summary of actions taken towards securing accreditation.

Does not apply to In-State, Career-Technical schools.

Accredited : Yes <input type="checkbox"/>	Name of Accrediting Institution:	
Accredited: No <input type="checkbox"/>	Actual or anticipated date of initial accreditation award:	

SCHEV Use Only:

Date Received: _____	Date Processed: _____
Processed By: _____	Comments: _____