



## Policy A1.4A Off-Campus Instruction: Community Colleges and Universities

### Form A1:4AC: Dual Enrollment Partnership Communications Form

Per THEEC's Policy A1.4A *Off-Campus Instruction: Community Colleges and Universities*, institutions creating new partnerships for dual enrollment must communicate the proposal to impacted institution(s). Impacted institutions are defined as those institutions that are actively serving that same location. A listing of active off-campus locations can be found on the THEEC's [website](#) on the Off-Campus Instruction tab.

After the Communications Form has been completed by the requesting institution, the form must be submitted to all off-campus administrators who represent the institutions currently serving this location (e.g., TBR or UT System office for any of their institutions). Please reference THEEC's Off-Campus Locations Administration Contacts for relevant contact information.

**Requesting Institution:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Name:** \_\_\_\_\_ **THEEC Site Code** (if reactivation): \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Expected semester to begin offering classes at proposed site** (month/year): \_\_\_\_\_

**Estimated number of students to be served during first semester:** \_\_\_\_\_

#### Proposed Coursework to be Offered

Course Number	Course Name		Course Number	Course Name

*Please attach a letter of support from school/district administration.*

**Requesting Institution Off-Campus Administrator and Date** *(electronic signature acceptable)*

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**Currently Serving Institution:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The proposal displaces coursework currently offered by your system/institution.** \_\_\_ No \_\_\_ Yes\*

If your institution/system believes the proposal displaces coursework currently offered by your system/institution, please explain.

**Requesting Institution Off-Campus Administrator and Date** *(electronic signature acceptable)*

*\*In cases where a proposed offering displaces offerings of a currently serving institution, the requesting institution will contact the school principal to determine the preferred partner. In the event of disagreement or non-decision by k-12 school leadership, the issue may be resolved by THEEC's Executive Director.*