

## Additional Location Application

<b>Name of Applicant Location:</b> _____		<b>Phone #:</b> _____	
<b>Address:</b> _____			
Street	City	State	Zip Code
<i>I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.</i>			
<b>Responsible Party:</b> _____		_____	_____
Print Name	Signature	Date	

*You should complete this process if you wish to be recognized as an officially accredited location of the Community College of Denver (CCD). The Higher Learning Commission (HLC) is the accrediting body for CCD and requires this designation before you can offer half or more of the courses that are part of any CCD degree or certificate that has at least 16 credits. Please submit all materials electronically via email to [TLC@ccd.edu](mailto:TLC@ccd.edu). Please restate the prompt followed by your response. Once all materials are submitted to CCD, we will conduct an internal review to ensure all requirements are met. CCD will then submit the formal Additional Location Application to HLC. This process may take six months to a year, and requires considerable collaboration in preparation. The process includes a site visit from an accreditor, interviews with your faculty, students and staff, and an examination of materials submitted as part of this application. You will be notified by CCD once this designation has been approved by HLC.*

### Your application must include the following materials to be considered:

1. A one page summary of your five year plan for the partnership with CCD at your site.
  - What pathways do you currently offer and are you considering offering in the future?
  - What CCD certificates and/or degrees do you wish to offer to your students?
  - Please be sure to list all CCD classes, the sequence in which they will be taken at your site and which certificate or degree plans they are part of.
  - Please provide your current or future process for recruiting and hiring teachers who meet the requirements to become CCD adjunct instructors.
2. Your most recent catalog of CCD courses available to your students and a description of how it is distributed to students. The catalog should include the names and descriptions of classes, credit hours and pre-requisites.
3. A schedule of days and times when CCD classes are offered at your site for the current semester.
4. Copies of a strong sample of your promotional and/or marketing materials that you have created to advertise CCD programs to your students.
5. Enrollment data over the past three years specifically for your CCD students which includes the student's name, S#, courses, and grades.
6. A copy of all Contractual Agreements including the cooperative agreement for concurrent enrollment with CCD and designation as an early college, if applicable.
7. A copy or website (if online) of your most recent Student College Handbook explaining what it means to take a college course, expected rigor of college classes, the responsibilities of the students and CCD academic integrity and attendance policies.
8. A list of all your resources available to students at your location including library resources, computer access, tutoring, and advising.

### Additional Considerations:

- All CCD adjunct instructors must use D2L in their classes for at least distribution of the master syllabus and one other function of D2L. If you need assistance with compliance in these areas, training can be arranged at [TLC@ccd.edu](mailto:TLC@ccd.edu).
- As part of the formal Additional Location application, CCD will submit the professional qualifications of teachers serving as CCD adjunct instructors at your site and documentation of their classroom observations. Syllabi formatted to CCD standards and samples of students work will be collected by CCD department chairs and will also become part of the application.
- 75% or greater return rate for course evaluations in the CCD classes taught at the proposed site for the previous year is required for consideration.