



## Procedure: 5.1.9p.L1

### WGTC Procedure Off-Site Locations and Mode of Delivery

**Revised:** August 7, 2025

**Last Reviewed:** April 23, 2025

**Adopted:** June 15, 2020

#### **Purpose**

All college policies and procedures and accreditation standards apply to all academic programs/courses regardless of location and mode of delivery. Academic administration provides oversight to all instruction at every campus/location and in distance education courses. Each program/course at all locations follows the same curriculum which is coordinated by full-time faculty.

#### **Procedure**

##### *All off-site locations*

All off-site locations must be approved prior to offering a program/course at the location.

1. Prior to offering a program/course initially at any off-site location, the Academic Dean is responsible for completion of the approval form: Off-Site Facility, Equipment and Library Resource Form. This form is listed in the appendix of this document and includes the classes/programs offered at the location, evaluates current equipment/facilities, identifies equipment needed, and evaluates library resources at the location.
2. The Academic Dean and the program coordinator/instructor visit the location/classroom/lab to ensure it is appropriate for the program/course. If equipment is needed, the needed equipment list must be attached to the form.
3. The library resources will be evaluated by a member of the library staff.
4. Each of these forms are submitted to the Vice President for Academic Affairs and the Associate Vice President for Institutional Effectiveness (AVPIE). If the off-site location is a new location, the [Wiregrass Substantive Change Procedure \(WGTC 2.3.5p.L1\)](#) will be followed.
5. The completed form is housed on the WGTC Intranet.

### *Correctional Institutions*

If the off-site location is a correctional institution where students are unable to go to the WGTC library facilities, an interlibrary agreement must also be completed. This interlibrary agreement is completed by the WGTC library staff.

### *Dual Enrollment Secondary Institution Locations*

If the off-site location is a dual enrollment secondary location, the Academic Dean coordinates with the Executive Director of High School Services to determine the high school course credit which aligns with the Wiregrass course. Dual enrollment courses taught by high school instructors (Concurrent Enrollment Program (CEP) instructors) are assigned a faculty liaison. Faculty liaisons are full-time or part-time Wiregrass faculty that currently teach or have taught in their credentialed subject area. Academic Administration assigns faculty members to serve as liaisons, mentoring and providing guidance to concurrent enrollment instructors based on their area of expertise. Faculty liaisons are essential for assuring that college course standards and objectives are met. In addition, faculty liaisons serve as a faculty mentor and serve as the main line of communication between CEP faculty and the college.

### **Distance Education**

Wiregrass Georgia Technical College uses Blackboard Ultra, a learning management system (LMS) that allows students to access distance education classes. The Dean for Distance Education and Student Success will be notified of all new programs/courses offered through distance education. The Vice President for Academic Affairs is responsible for the approval process of suspending face-to-face delivery of a program and exclusively offering the program through distance education. Distance education and Blackboard Ultra training is provided by the Wiregrass Distance Education Department. The distance education courses are developed by the faculty members and are comparable to the traditional face-to-face course. The Academic Dean and Distance Education Department conducts quality assurance reviews of online courses.

### **Responsibility**

The Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented and the approved procedure is followed.

### **References**

[WGTC Procedure 2.4.5p.L1 Substantive Change](#)

[WGTC Procedure 6.3.1p3.L. Wiregrass Distance Education Student Privacy](#)

Off-Site Facility, Equipment and Library Resource Form



## Off-Site Facility, Equipment and Library Resource Approval Form

*The appropriate Academic Affairs Dean must evaluate and confirm that the off-site physical facilities, equipment and library resources are adequate for the course/certificate prior to:*

1. High School/Correctional Site Location (include name and address):

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2. Classes and/or Programs offered at the Location:

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3. Course/Program Implementation Date:

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4. Equipment Present at Site (list by Class or Program):

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5. Equipment Needed at Site (list by Class or Program):

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6. Do students at the site have access to library resources?

YES                       NO

List resources that are needed:

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7. Is the site a Department of Corrections facility?

YES

NO

If yes, please attach documentation showing that library resources have been provided to the students. Examples: Email correspondence between the Dean or Workforce Re-Entry Project Manager and the instructor or DOC Facility Library inventory listing resources related to the subject area offered at the location.

8. Faculty Approved:

YES

NO

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Date of Visit

\_\_\_\_\_  
Library Staff

\_\_\_\_\_  
Date of Visit

\_\_\_\_\_  
Dean of Academic Affairs

\_\_\_\_\_  
Date of Visit

\_\_\_\_\_  
VP for Academic Affairs

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Associate VP for Institutional Effectiveness

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Date Received