SECTION IV

Part B General Policies for Extended Studies Instruction

1.00 Introduction

CCHE has the responsibility to exercise oversight to ensure that educational quality and access for students are consistent with the role and mission of each institution. Statewide Extended Studies has developed the policies found herein to guarantee extended studies units' instruction has comparable quality and accessibility as regularly offered main campus instruction.

2.00 Statutory Authority

In addition to C.R.S. 23-1-109 and 23-5-116, cited in Statewide Extended Studies Policy Part A, the Commission has authority to create policies that ensure that the quality of instruction across all programs is consistently high and aligned with the roles and missions of institutions.

> C.R.S. 23-1-108 (d) *(the Commission shall) Establish enrollment policies, consistent with roles and missions, at state-supported institutions of higher education as described in statute and further defined in paragraph (c) of this subsection (1);*
>
> C.R.S. 23-1-108 (e) *(the Commission shall) Establish state policies that differentiate admission and program standards and that are consistent with institutional roles and missions as described in statute and further defined in paragraph (c) of this subsection (1).*
>
> C.R.S. 23-1-108 (7) (a) *The commission shall establish, after consultation with the governing boards of institutions, and enforce student transfer agreements between two-year and four-year institutions and among four-year institutions. Governing boards and institutions shall conform to such agreements and to commission policies relating to such agreements. Such transfer agreements shall include provisions under which institutions shall accept all credit hours of acceptable course work for automatic transfer to another state-supported institution of higher education in Colorado. The commission shall have final authority in resolving transfer disputes.*
>
> C.R.S. 23-1-125(1(e)) *Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;*

The Commission also has authority to create policy that ensures the students rights to transfer core courses in an effective manner.

C.R.S. 23-1-125 (3) *Core courses. The Department, in consultation with each Colorado public institution of higher education, is directed to outline a plan to implement a core course concept that defines the general education course guidelines for all public institutions of higher education. The core of courses shall be designed to ensure that students demonstrate competency in reading, critical thinking, written communication, mathematics, and technology. The core of courses shall consist of at least thirty credit hours, but shall not exceed forty credit hours. Individual institutions of higher education shall conform their own core course requirements with the guidelines developed by the Department and shall identify the specific courses that meet the general education course guidelines. Any such guidelines developed by the department shall be submitted to the Commission for its approval. If a statewide matrix of core courses is adopted by the commission, the courses identified by the individual institutions as meeting the general education course guidelines shall be included in the matrix. The commission shall adopt such policies to ensure that institutions develop the most effective way to implement the transferability of core course credits.*

3.00 Department Administration Of Statewide Extended Studies

3.01 Designated Administrative Officer

To ensure effective coordination and communication among the various programs offered by the extended studies units, each higher education institution shall designate an administrative officer as the primary liaison to the Department's Director of Statewide Extended Studies. The designated officer shall provide the Department with information concerning the status of any Extended Studies instruction originating from his or her campus.

All institutions shall ensure that the designated administrative officer is notified of all instruction that falls under the definition of Extended Studies.

3.02 Instruction Excluded from Extended Studies Policy

In addition to that type of instruction listed as exemptions in Part A, Paragraph 4.03, the following types of programs and courses are exempt from the Extended Studies policy:

- Internships, cooperative education experiences, and student teaching;
- Class excursions of a temporary nature which are provided to supplement the institution's regular curriculum and are offered solely for the benefit of regularly-enrolled degree-seeking students of the sponsoring institution; and

- Credit courses that are part of the regular curriculum that cannot be taught without specific equipment or instructional material available only at an off-campus site or field experience.

3.03 Statewide Extended Studies Advisory Committee

The Statewide Extended Studies Advisory Committee shall advise the Department's Director of Statewide Extended Studies concerning any matters relating to the Statewide Extended Studies. The committee shall have a representative from each of the four geographical regions of the state plus one member elected at-large. (See map, SES General Appendix 1 Advisory Committee Map) Two of the four regional representatives shall be elected each alternate year to two-year terms by a majority of Statewide Extended Studies deans and directors (one vote per institution). The at-large representative will be elected in alternate years to a two-year term. The Director of Statewide Extended Studies will send nomination requests to the deans and directors one month prior to the election. The Department's Director of Statewide Extended Studies shall chair the committee.

Responsibilities of the Advisory Committee will include:

- Serving as a budgetary approval board for the expenditures of Statewide Extended Studies funds;
- Serving as a sounding board for proposed changes in Extended Studies policy;
- Identifying potential areas of improvement to the Statewide Extended Studies Program; and,
- Acting as a proponent of the Statewide Extended Studies to external audiences.

3.04 Fiscal Responsibilities of Extended Studies

3.04.01 Institutions Offering Extended Studies Courses

Officers of institutions offering state-funded and/or cash-funded instruction through Extended Studies shall abide by all State of Colorado fiscal rules including but not limited to ensuring that revenue from programs having different sources of funding are not commingled and are separately accounted.

3.04.02 Indirect Cost Recovery

Each participating extended studies unit assists in the financial support of Statewide Extended Studies through indirect cost recovery (ICR). The Department administers ICR funds on behalf of all participating extended studies units in support of Statewide Extended Studies.

3.04.02.01 ICR Amount

The level of ICR will be determined each fiscal year based on estimated expenses of the Department Statewide Extended Studies Program. The extended studies unit ICR contribution is a Department administrative expense for all credit and non-credit Extended Studies instruction that will be determined by the Department annually.

3.04.02.02 Authorized Expenditure of ICR Funds and Financial Control

Except for appropriated overhead and Department Statewide Extended Studies administrative expenses, funds obtained from ICR held by the Statewide Extended Studies Program shall be expended only for activities directly in support of institutions' extended studies units and their programs including:

- Expenses in serving disabled students;
- Program development grants;
- Publication of the Colorado Consortium for Independent Study Bulletin;
- Publication of the Resource Directory for Educators;
- Public information to promote Statewide Extended Studies;
- Deans and directors meetings;
- The Statewide Extended Studies Annual Professional Development Conference;
- The Statewide Extended Studies Annual Report;
- Statewide Extended Studies scholarship program; and
- Other allocations as approved by the Advisory Committee.

4.00 Tuition And Fees Policies

4.01 Required Registration and Record Keeping

All persons who participate in instruction offered by an extended studies unit shall be registered and shall pay all required tuition and fees. Extended studies units may administer discount programs for faculty, staff, senior citizens or other populations approved by the institution.

Records of all students registered for extended studies instruction must be on file in accordance with the sponsoring institutions policy. Completion of courses, degrees and certificate program (including any non-credit series of courses that lead to a subject matter certificate or carry CEU credit) must be on file at the institution indefinitely.

4.02 Contracted Courses

4.02.01 Requirements of Contracted Courses

Contracts for courses offered through extended studies units shall only be with an agency external to and not associated with the institution campus, except in the case of contracts expressly approved by an institution's governing board. Examples of

contracting agencies include school districts and professional agencies. Extended studies units shall not extend contracting provisions or rates to individuals, including regular faculty members, for the delivery of instruction to third party groups or organizations. Degree or certificate programs cannot be contracted.

In contracting with another agency, extended studies units shall stipulate the following in the contract document.

That the contracting agency:

- Assumes all costs associated with the contracted instruction;
- Provide services associated with the instruction;
- Shall not establish a tuition rate above that established by the extended studies unit;
- Shall not advertise the contracted course to the public; and
- Agrees to the responsibilities for quality assurance detailed in Extended Studies policies.

And, that the extended studies unit:

- Shall be responsible for assuring course content, awarding credit, and providing transcripts to the student; and
- May allow instructors to assess an additional fee for instructional services and materials directly related to the contracted instruction (above the tuition and fees charged by the institution).

4.02.02 Rates

No state funds are available for contracted courses.

4.03 Extended Studies Program Fees

Fees for resources supplementing instructional programs and for student services from which the extended studies unit's students can benefit may be charged. Fees specifically for facilities or services available <u>only</u> to regularly enrolled, on-campus resident students cannot be charged to extended studies unit's students.

All approved fees must be included in the agreement developed between the host institution and the extended studies unit delivering the instruction. Student activity, health, or other non-instructional fees cannot be mandatory for students enrolled through an extended studies unit. The services may be offered to students enrolling in credit courses and, when accepted, the fees may be charged.

Students enrolling in courses through an extended studies unit who are not admitted to a degree program, or who have already been charged a matriculation fee by the institution,

shall not be required to matriculate or to pay a matriculation fee to the sponsoring institution unless otherwise approved by the Commission.

5.00 Student Qualifications And Rights To Services

5.01 Student Admission to Extended Studies Degree and Certificate Programs

Persons who wish to enroll in a degree or certificate program offered through any component of Statewide Extended Studies shall meet exactly the same requirements for admission that apply to students enrolling at the sponsoring institutions main campus program (see CCHE Academic Affairs Policy Section I, Part F).

5.02 Admission to Individual Extended Studies Courses

Students who wish to enroll in a course offered by an extended studies unit but not a complete degree program may do so in accordance with the policies of the extended studies unit and the sponsoring institution.

5.03 Student Admission to Main Campus Degree Programs

Upon application for admission to a sponsoring institution's main campus, students who have enrolled in courses through an extended studies unit must meet all eligibility requirements included in CCHE Academic Affairs Policy Section I, Part F.

5.04 Matriculated Student Participation in Extended Studies Instruction

Students who have been formally admitted to the extended studies unit's sponsoring institution may enroll in courses through an extended studies unit and apply the credits toward a degree. Prior to enrolling in such courses, students should consult with the institution's advisor to ensure that the credits earned fulfill degree requirements.

6.00 Extended Studies Program Quality

6.01 Instructor and Faculty Quality

Instructors teaching any credit bearing instruction offered by the extended studies unit must have qualifications equivalent to those required of regular, on-campus faculty appointed to teach the same courses in the resident program of the sponsoring institution and are subject to the same approval and evaluation processes required of resident faculty.

Extended studies units must abide by their sponsoring institution's policies for hiring, retaining and evaluating faculty including, but not limited to:

- Ensuring that the approved faculty is the instructor of record;
- Informing the institution of the use of full time resident faculty; and,
- Contracting with individuals for the purpose of instruction.

6.02 Academic Standards

Extended studies units, in cooperation with the sponsoring institution's academic unit (school, college or department) must ensure that instruction offered for credit has comparable academic requirements and standards to main campus instruction.

6.02.01 Applicability of Credits Towards a Degree

Credits earned shall be awarded and entered onto a students record without distinguishing the locus of delivery. Credits earned through extended studies instruction shall be considered equivalent to those earned in on campus courses for the purposes of meeting residency or other requirements in degree programs.

6.02.02 Continuing Education Unit Standards

Instruction offered for Continuing Education Units (CEU) must follow the criteria and guidelines established by the International Association on Continuing Education and Training (http://www.iacet.org).

6.02.03 Awarding of Certificates for Completion of Non-Credit Courses or Programs

Extended studies units may award certificates of completion to students who complete non-credit courses or an integrated program of non-credit courses.

6.02.04 Documentation to be On-File

The following documents shall be maintained for all credit bearing extended studies instruction:

- A course syllabus approved by the appropriate academic unit
- Credentials of all instructors who are not members of the regular faculty; and
- Student evaluation data for the preceding term.

6.02.05 Contact Hour Requirements

Instruction offered through the extended studies unit shall have the same number of minutes of contact per credit hour as is required by the sponsoring campus.

Extended studies units will comply with Principle 3.02.02 of the CCHE FTE Policies Section V, Part B: Reporting Full-Time Equivalent Student Enrollment:

> *The policy recognizes the academic integrity of credit hours assignment, relying on institutions to determine the credit hour assignment based on student outcomes and national standards.*

7.00 Policies Specific To Off-Campus State-Funded Instruction

7.01 Eligibility for State Funding

Colorado has two vehicles to fund higher education. The first, College Opportunity Fund (COF), is a stipend provided to eligible undergraduate students. The stipend pays a portion of the eligible students total in-state tuition when the eligible student attends a Colorado public institution or a participating private institution. The second, Fee-For-Service funding provides CCHE with the ability to purchase specified courses/services for the citizens of Colorado beyond those provided by COF.

7.02 Statutory Authority

In Senate Bill 04-189 the Colorado General Assembly found that:

- A postsecondary educational experience for Coloradans is essential for the state to compete in the new global economy and to develop a new generation of leaders and active participants in state and local civic affairs;
- It is appropriate to support programs that are designed to encourage participation in postsecondary education; and
- Greater resource flexibility for institutions can enhance more educational opportunities for low-income and other under-represented students, as well as increase educational excellence.

C.R.S. 23-18-102 (5(b)) establishes COF stipend eligibility:

> *'Eligible undergraduate student' shall not mean a student enrolled in an off-campus, extended campus, or continuing education class that is not supported by state general fund moneys, except as approved by the commission.*

7.03 COF Stipend Eligibility

The College Opportunity Fund was implemented to encourage participation in and increase access to postsecondary activities and to develop an educated workforce that will allow Colorado to compete in the global economy. Approval for off campus programs to collect COF stipends from eligible students will be determined by an internal CCHE

committee. When reviewing proposals, the committee will take into consideration the following:

- State of Colorado's workforce development needs;
- Extent that the program is serving underrepresented populations;
- Amount of COF eligible FTE used in the prior fiscal year by the institution's extended studies unit (if any); and,
- Available off-campus COF stipend allocation.

The committee will only approve for funding programs that result in the completion of a degree. Programs approved to collect COF stipends must adhere to all CCHE COF Guideline rules and regulations.

Conditional on available funding, the amount of allocated COF FTE will be not less than the institution's previous year actual COF FTE usage.

7.03.01 COF Funding Amount for Off-Campus Programs

Up to one-half of one percent of the total estimated state eligible credit hours will be allocated to off-campus programs beginning in FY 06-07.

7.03.02 Content of the Proposal

The proposal must demonstrate that the program meets the approval criteria and must:

- State that the program has been approved for delivery in accordance with CCHE policy Section 1: Academic Affairs Part V: Policy and Procedures for the Approval of New Academic Programs in Public Institutions of Higher Education in Colorado Operating under a Performance Contract;
- Include the location of instruction
- Include rational for why program and location address the criteria listed in paragraph 7.03;
- Include a brief description of the program; and
- Demonstrate institution approval for requested state funding.

7.03.03 Proposal Submission Date

Proposals for programs must be received by December 31 for consideration of funding in the following fiscal year. The committee will review proposals and determine funding approval within thirty days of the submission deadline.

7.04 Fee-For-Service Contracts

Graduate degree programs that have been approved by the Commission for off campus instruction are eligible to receive funding by way of fee-for-service contracts through the regular budgeting process.

7.05 Tuition for Approved Off Campus Instruction

Tuition for instruction delivered off campus that utilizes state funding, through COF stipends or a fee-for-service contract, will be comparable to the tuition charged for the on-campus program, including resident and non-resident, unless the institution's governing board has formally established a different tuition rate.

8.00 Policies Specific To Out-Of-State And Out-Of-Country Instruction

C.R.S. 23-5-116 authorizes delivery of out-of-state and out-of-country instruction. Instruction offered out-of-state or out-of-country is limited to programs that the sponsoring institution's governing board have approved.

8.01 Definition of Out of State Instruction
All instruction that takes place outside of the state of Colorado, including that offered outside of the country, with the following exceptions:

- Instruction offered in Arizona, New Mexico, Utah, Wyoming, Nebraska, Kansas, and Oklahoma;
- Out-of-state class excursions (field trips) that are scheduled parts of regular classes, including those that are state-funded courses or cash-funded courses;
- Correspondence courses and instruction delivered via television, videotape, DVD, Internet or other technological means;
- Institution-sponsored (faculty led) state funded study-abroad courses that are administered on-campus and offered primarily for the benefit of regularly enrolled degree-seeking students; and
- Internships, cooperative education experiences arranged for sites outside of Colorado that are offered to regularly-enrolled, degree-seeking students.

8.02 All out of state instruction must be approved by the Governing Board at the sponsoring institution. The Governing Board has the authority to promulgate policies and procedures that outline the approval process at their institution. Those policies and procedures shall consider:

- That no state monies shall be used for out of state courses; and
- That credit earned for courses be applicable to a degree from the sponsoring institution.

8.03 Policies and procedure promulgated by governing board are encouraged to consider the safety of the student. The policies and procedures may be delegated to an appropriate approval authority such as an administrative committee or an appropriate administrator.