

SECTION IV

PART B GENERAL POLICIES

1.00 Institutional Responsibility

1.01 Designated Administrative Unit and Administrative Officer

To assure both internal coordination and coordination among the various programs offered off-campus and at cooperating institutions throughout the state, each institution/campus shall designate the administrative unit and administrative officer to hold responsibility for the delivery and coordination of programs delivered off the sponsoring institution's campus or delivered by another institution on its campus.

The planning, management, and coordination of the institution's cash-funded Extended Studies Program shall be a primary responsibility of one designated administrative officer who also may hold these responsibilities for the institution's Off-Campus State-Funded Programs. The institution/campus or governing board may designate either the same administrative officer or another institutional officer to hold those responsibilities in connection with Off-Campus State-Funded Programs. The designated officer(s) (not more than two at each institution) shall serve as the liaison officer(s) to the Commission regarding these programs.

The designated administrative unit(s) and administrative officer(s) shall have the responsibility for the logistics of delivery, off-campus site selection and management, and the marketing of any program delivered away from the sponsoring institution's campus, offered outside the institution's traditional resident instruction program, or delivered by another institution to the campus. They also shall be responsible for other administrative functions, such as the payment of faculty travel and compensation, and the arrangement for books and other educational materials to be available on-site.

If the designated officer for the cash-funded Extended Studies Program is also designated to administer and coordinate Off-Campus State-Funded Programs delivered to the campus or by the institution to another campus, the institution shall equitably compensate that administrative unit from funds for Off-Campus State-Funded Programs.

No off-campus instruction shall be initiated or conducted by any institution/campus that has not been coordinated through the designated institutional officer(s) and the Commission. Nor shall any off-campus program be offered in association with professional societies, research organizations, institutes, alumni organizations, etc., independently of the designated administrative unit(s) and officer(s). The institutions participating in The Statewide Extended Campus shall ensure that all off-campus instruction is coordinated through their designated office(s) and administrative officer(s).

1.02 Advertising Policies

No advertisement, publication, announcement, or other public notification shall be released by any official or agency concerning any Statewide Extended Campus program, course of instruction, policy, or procedure of any institution of higher education except by

authorization of the president or the designated institutional officer who is assigned the responsibility for Commission liaison and for coordination of programs in The Statewide Extended Campus.

1.03 Instruction Excluded from The Statewide Extended Campus

The following types of programs and courses may be offered as part of an institution's Resident Instruction program.

- 1.03.01 Internships, cooperative education experiences, and student teaching;
- 1.03.02 Study-abroad programs which are administered on-campus and offered primarily for, and actually enroll, regularly-enrolled degree-seeking students of the sponsoring institution;
- 1.03.03 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;
- 1.03.04 Credit courses which are part of the regular curriculum which cannot be taught without specific equipment available only at an off-campus site or which require field experience. (The availability of special equipment at convenient off-campus locations does not justify an off-campus class when the special equipment is available on-campus.)

Approval for instruction off-campus that falls into definitions of either parts 1.03.03 or 1.03.04, above, shall be requested from the Colorado Commission on Higher Education in advance of the advertisement of or publication of the availability of the instruction.

Such courses shall not be advertised to off-campus clientele, but shall be regarded as part of the regular on-campus program for regularly-enrolled, degree-seeking students. Institutions should request approval from the Commission in writing and should supply all necessary details about the course and include a justification for the off-campus setting.

2.00 Reporting and Accountability

2.01 Reporting on Extended Studies Programs

2.01.01 Mid-Year Report

A mid-year report shall be submitted to the Commission by each institutional Extended Studies unit on or before January 1 which gives total data for the summer and fall terms as follows:

- A. Number of Credit Courses Run;
- B. Number of Non-Credit Courses Run;

- C. Number of Credit Course Enrollments;
- D. Number of Non-Credit Course Enrollments.

2.01.02 End-of-Year Report

A. The B-2 Report

Each institutional Extended Studies unit shall submit a B-2 report of instruction and administrative data in the prior year. The report is to be submitted in accordance with the instructions in Appendix C. The report should be submitted on or before September 15. A cover memorandum should accompany the report verifying the data submitted and signed by the Extended Studies program officer and the institution's chief academic officer.

All instruction sponsored by the institutions' Extended Campus administrative unit shall be included in the B-2 report.

B. Instruction Using Telecommunications Technology

Extended Studies instruction offered for credit, both cash-funded and state-supported, that is delivered through telecommunications technology is to be reported in the "Telecommunications" program type category in the B-2 report. Other, supplementary learning activities, such as reading, preparation of papers, and written final examinations may be required, but if class attendance is required in addition to a televised component, the class attendance must be less than the standard 50-minute class per week per credit hour.

Instruction to be reported in this category includes the following:

- i. Televised Courses Offered for Credit -- all Extended Studies courses in which there is a televised component for students to view regularly throughout the duration of the course. The student may view instruction on videotape, videodisc, or distributed via telephone lines, cable, satellite, broadcast television, or any other method.
- ii. All Credit Courses Primarily Based on One of the Following Delivery Technologies: computer, telephone, radio, videotape, and audio tape.

Independent study (correspondence) courses that enable students to study at their own pace with materials sent to their homes should be reported as "Independent Study" and not in the "Telecommunications" category if audio or video tapes are the only supplemental learning materials. Except for the FTE Reporting Policies governing alternative delivered instruction, any course that is delivered to a single individual, even if telecommunications media are used for the delivery, should be reported

as "Independent Study." Only completed courses are to be reported, not Independent Study courses for which students have enrolled.

Courses that have regularly scheduled classes meeting for the standard 50-minute class per week per credit hour, both cash- and state-funded, should be reported in one of the other categories ("Non-Credit," "Contract," "Space Available," or "Open Classes") and not be reported as "Telecommunications" even if there is a component of the course delivered via one of the telecommunications technologies.

C. Reporting Financial Data

Financial data shall be reported on the Year-End Extended Studies Program Financial Report found as Appendix F. The signatures of the institution's chief fiscal officer and Extended Studies Program director should be affixed. These reports are due on or before September 15.

No subsidy shall be paid until a satisfactory year-end financial report has been received by the Commission.

2.01.03 Failure to Submit Timely and Correct Reports

Failure to submit reports as prescribed in this policy will result in notification of the institution's chief executive officer and a request for that officer's explanation for the non-compliance. Commission approval of institutions' Extended Studies Program Plans/Budgets is contingent upon compliance with Commission policies.

2.01.04 Certification of Compliance with Extended Studies Program Policy

The designated Extended Studies Program officer at each institution/campus shall submit, by April 1, a signed Policy Compliance Form which verifies that Extended Studies Program policies have been followed. (A form is included as [Appendix D.](#))

2.02 Reporting on Off-Campus State-Funded Programs

Off-Campus State-Funded Programs, as Resident Instruction programs, shall be reported like all other FTE-generating programs. An annual report on Off-Campus State-Funded Programs also is required. See Section D., 3.06 and [Appendix I.](#)

2.03 Audits

Institutional components of The Statewide Extended Campus are subject to both performance and financial audits annually, either as part of the regular institutional audit or a special audit conducted by the State Auditor or requested by the Commission.

3.00 Tuition and Fees

3.01 Tuition and Fees in the Colorado Statewide Extended Studies Program

3.01.01 Tuition for Credit and Non-Credit Courses and Courses Offering Continuing Education Units (CEU)

Tuition for credit, non-credit and CEU courses shall be set at levels which ensure that at least full instructional and administrative costs associated with the courses are recovered.

3.01.02 Tuition for Non-Credit Courses and Courses Offering Continuing Education Units (CEU)

Tuition for non-credit and CEU courses shall be set at levels which ensure that at least full instructional and administrative costs associated with the courses are recovered.

3.01.03 Contract Rates and Contract Stipulations

A. Rates

For instruction in which a school district or other agency or organization contracts with a sponsoring Extended Studies Program institution for services only, the charges to the district or other agency shall be at a level sufficient to insure full recovery of direct and indirect costs.

In contracted instruction where credit is available, the following minimum fee schedule is in effect.

For Each Student Enrollment:

<u>One Semester Credit</u>	<u>Each Additional Credit</u>
\$35.00	\$25.00

B. Contract Stipulations

Contracting provisions and contract rates may be offered by the Extended Studies unit only to agencies and organizations. 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. Extended Studies units may offer an employment contract to an individual, including a member of the regular faculty, to teach one or more classes as part of the institution's Extended Studies program.

In contracting with another agency, institutions shall stipulate in the contract document that the contracting agency:

- i. Shall assume all costs associated with the contracted instruction and shall provide all services associated with the instruction (e.g., teaching, registration). The higher education institution/campus shall only be responsible for assuring course content, awarding credit, and providing a transcript to the student.

- ii. Shall not for any reason establish a tuition rate above that established by the contracting Extended Studies Program officer.
- iii. May allow an instructor to assess an additional fee for contracted instruction (above the tuition and fees charged by the institution), but the amount of the additional fee shall be approved by the institution's Extended Studies Program officer.
- iv. Shall not advertise contracted courses to the public.
- v. Shall agree to the responsibilities for quality control detailed in Part B, 6.04.05.

The institution's designated Extended Studies director or the director's designated contracts officer (in addition to the institution's chief executive officer or his designee) are the only institutional officials authorized to sign contracts with external agencies. Contracts shall only be with an agency external to and not associated with the institution/campus unless express approval has been granted by the Commission's Extended Campus Director. The sponsoring institution/campus may request a financial statement from the contracting agency upon completion of a contracted course. Degree or certificate programs shall not be contracted.

3.01.04 Tuition for State-Funded Instruction Offered Through the Extended Studies Program

Tuition for alternative delivered instruction that meets the criteria for state funding in the Commission's FTE Reporting Policies should be the same as the resident and non-resident tuition charged to regular on-campus students unless the institution's governing board has expressly established a different tuition rate.

3.01.05 Liability

Extended Studies Programs, their sponsoring institutions, and the Commission are not liable for theft, property damage, loss of equipment or materials, or for personal injury sustained in facilities provided for instructional purposes. No liability is implied by any Extended Studies Program agent by contracting for use of facilities and equipment. Clauses in facilities use contracts that state or imply liability should be deleted before signing.

3.02 Fees in Off-Campus State-Funded Programs and Extended Studies Programs

Fees for resources supplementing the instructional program may be charged and fees for student services from which off-campus students actually can benefit may be charged. Fees specifically for facilities or services available only on-campus shall not be charged to off-campus students, but fees directed to a higher education institution for costs associated with that role are permissible when such fees are included in the agreement developed between the host institution and the institution delivering the instruction.

4.00 Student Qualifications and Services to Students

4.01 Student Admission to Degree and Certificate Programs Off-Campus

Persons who wish to enroll in a degree or certificate program offered either through the Extended Studies Program or the Off-Campus State-Funded Program shall meet exactly the same institutional requirements for admission that are applied to students enrolling on-campus.

4.02 Admission to Off-Campus Courses

Students who have not been formally admitted to an institution and who wish to enroll in any off-campus course not offered as part of a complete off-campus degree program may enroll through the Extended Studies Program. The sponsoring institution/campus may implement policies regarding enrollment of non-matriculated off-campus students.

Students enrolling for courses through the Extended Studies Program, upon deciding to complete a degree, apply for admission, and, if accepted, are matriculated and become degree candidates. When they apply for admission they shall meet exactly the same admission standards as are applied to students enrolling on-campus who have previously completed the same number of credits. (A non-matriculated student with credits earned through the Extended Studies Program could be formally admitted to the institution, depending upon the number of credits actually earned, either as a new freshman student or as a transfer student.)

A student who has been formally admitted to the institution may enroll in courses through the Extended Studies Program and apply the credits toward a degree, but should be advised to consult with the institution to ensure that the credits earned would fulfill degree requirements.

5.00 Faculty Standards

5.01 Instructor Qualifications

Instructors teaching in either component in The Statewide Extended Campus, if not members of the resident faculty of the sponsoring institution, shall have qualifications equivalent to those required of regular, on-campus faculty appointed to teach the same courses in the resident program. Instructors teaching in either program component are subject to the same approval and evaluation processes required of resident faculty.

5.02 Evaluation of Faculty

Provision shall be made by the institution sponsoring instruction in the Extended Studies Program or in the Off-Campus State-Funded Program for student evaluation of both faculty and course content. A summary of student evaluation procedures used in the Extended Studies Program is to be submitted annually, as part of the policy compliance survey, by April 1.

5.03 Faculty Policies in the Extended Studies Program

5.03.01 One-Class Limit

An otherwise fully-employed instructor normally shall teach no more than one class or the equivalent of one class per term in any off-campus program unless this limit has been expressly modified by the chief academic officer or appropriate school or college dean of the institution/campus in which he is regularly employed.

5.03.02 Dean's Approval

As a condition of teaching in an off-campus program, full-time resident faculty and adjunct faculty shall have prior approval of the appropriate academic dean acting in conjunction with the designated Extended Studies Program officer.

5.03.03 Faculty Responsibility

Any individual who agrees to teach an Extended Studies Program class and becomes the "instructor of record" must actually serve as the primary instructor. Substitute teachers may not be assigned except in cases of emergency. This policy does not preclude the use of outside resource personnel as long as they are used only to supplement instruction.

5.03.04 Faculty as Independent Contractors

Institutions' Extended Studies administrative units may contract with members of the regular institutional faculty as independent contractors, but they must ensure that the following criteria are met: (A) the contracted faculty member must retain control over the methods used to obtain the contracted-for result; (B) the contract must state that the results to be obtained include a description of course content to be covered; and (C) the contract must state that the results to be obtained include the academic standards or achievements to be accomplished. The methods of achieving the results must then be left to the contracted faculty member.

6.00 Program and Course Approval: Quality Control

6.01 Responsibility for Academic Standards

In both program components, the Extended Studies Program and the Off-Campus State-Funded Program, responsibility for (A) course content, (B) course requirements, (C) outcomes, (D) assessments, and (E) evaluation rests with the appropriate academic unit (school, college, or department). Such requirements and standards shall be comparable to those for on-campus instruction.

Degree programs delivered off-campus shall only be those approved for offering on-campus by the sponsoring institution/campus and shall be composed of the same curriculum and shall have comparable academic requirements as the on-campus program.

6.02 Approval of Off-Campus State-Funded Programs

Off-Campus State-Funded Programs shall be developed in compliance with the Commission's policies in [Section IV, Part D](#).

6.03 Approval of Major Degree Components or Degree Programs Offered Through The Extended Studies Program

A degree or certification program or significant component of a degree program which is to be offered at an off-campus location in Colorado shall be offered, cash-funded, through the Colorado Statewide Extended Studies Program unless the program has been approved as an Off-Campus State-Funded Program.

The Commission staff, with consideration given to outside reviews and the Extended Studies Advisory Committee's recommendation, will approve or disapprove a degree program proposed for offering through the Extended Studies Program. Program proposals, prepared in accordance with the format and procedures included in Appendix E, should be submitted well in advance of the planned delivery date to accommodate the review process. Students should not be admitted to the program nor should it be advertised until it has received approval. An approved program shall be subject to all policies and procedures of the Extended Studies Program.

A degree or certification program or major component of a degree program offered through the Extended Studies Program shall be a program that has been approved for the institution/campus to offer, shall have been offered previously on-campus, and shall have been demonstrated to be a viable on-campus program. In addition, new programs delivered off-campus through the Extended Studies Program should have a plan to employ or to develop telecommunications technology in the delivery of instruction and/or for student-faculty interaction. Off-campus degree programs or major components of degree programs shall be administered and coordinated by the Extended Studies administrative office and designated institutional administrative officer and shall not be contracted to any other agency.

6.04 Review of Institutional Extended Studies Programs by Other Extended Studies Administrators

The Commission's Statewide Extended Campus director may establish a team of Extended Studies professionals to examine any institution's Extended Studies program on behalf of the system, and to report its findings to the Commission. Copies of the report also shall be made available to the institution's chief executive officer and to the institution's Extended Studies officer. Such a review will be held when negative circumstances or questions exist about the program or when a review could positively affect the quality or strength of the program. Costs associated with the review will be borne by the Extended Studies Program.

6.05 Policies and Standards for Instruction Specific to The Extended Studies Program

6.05.01 Applicability of Credits Toward Degrees

All credit courses offered through the Extended Studies Program shall be applicable toward a degree from the sponsoring institution/campus as elective or required subjects and shall be listed in the institution's general catalog. New

courses in approved programs may be offered for credit off-campus when they have received formal approval by the appropriate faculty, institutional committees, and administrative officers. Courses offered off-campus shall only be those that are in a discipline or field approved, and at the level approved, by the Commission for offering by the sponsoring institution.

6.05.02 CEU Standards

When instruction is offered for Continuing Education Units (CEU) the criteria and guidelines for the offering of CEU as established by the International Association on Continuing Education and Training shall be followed.

6.05.03 Award of Certificates for Completion of Non-Credit Courses or Programs

Institutional Extended Studies units may award certificates of completion to students who complete non-credit courses. Certificates indicating accomplishment also may be awarded to students who complete an integrated program of non-credit courses.

6.05.04 Holding of Scheduled Classes

When instruction involves regularly scheduled classes, all classes shall be held, or, in the event of an emergency, make-up classes shall be held.

6.05.05 Quality Indicators for all Extended Studies Program Courses

A. Documents to be Prepared and Kept on File

For each Extended Studies Program class offered, the sponsoring institution's Extended Studies Program administrative unit shall ensure that the following documents are on file at the institution:

- A course syllabus approved by the appropriate academic unit (which should include a listing of all essential learning materials);
- Credentials of all instructors who are not members of the regular faculty;
- A detailed plan for student evaluation of all Extended Studies Program instructors;
- Copies of student evaluations for the preceding term; (evaluations may be turned over to academic units after one term has elapsed);
- Evaluation of adjunct instructors, performed by a member of the regular faculty or by an administrative officer of the institution/campus (which may be the designated Extended Studies Program officer) is desirable. Such evaluations should be performed during one of the first two terms in which the instructor teaches. The reports of these evaluations should be kept on file as long as the

instructor continues to teach. Re-evaluation should be performed at a reasonable interval.

B. Contact Hour Requirements

Each class offered through the Extended Studies Program shall have the same number of minutes of contact per credit awarded as is required on-campus and comply with “Principle 3.02.02” of the Policy for Reporting Full-Time Equivalent Student Enrollment (Effective July 1, 2001) which states: 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.

6.05.06 Off-Campus Credit Undifferentiated from Campus Credit

Credit shall be awarded and entered on the student record without distinction between on-campus and off-campus courses. Credits earned in off-campus courses shall be considered to be the same as those earned in on-campus courses for the purposes of meeting residency or other requirements in degree programs of the institution.

6.05.07 Facilities and Resources for Off-Campus Instruction

The institution/campus sponsoring off-campus instruction is responsible for ensuring in every case that appropriate and adequate classroom, laboratory, and library facilities and resources are provided for the instruction prior to announcement of the availability of instruction. Colorado public educational institutions should provide facilities without charge for both on-campus and off-campus credit instruction offered through the Extended Studies Program.

7.00 Inter-institutional Agreements for Use of Physical Facilities and Institutional Services

Institutions planning to sponsor programs or classes, either Off-campus State-Funded Programs or Extended Studies classes or programs, in a facility of another Colorado public higher education institution shall use the Institutional Agreement for Use of Physical Facilities and Institutional Services form (included as Appendix J) when negotiating for the use of space, equipment, and the provision of services. Information shall be provided in the completed form that identifies the responsibilities of both sponsoring and host institution/campus and the estimated costs. It shall be signed by the appropriate officers of both institutions and forwarded to the Commission's Director of the Extended Campus Program. Agreements should be negotiated and the forms completed at least 30 days prior to the beginning of classes at the facility.