

SECTION IV

PART C EXTENDED STUDIES REPORTING REQUIREMENTS

1.00 Introduction

To ensure that CCHE is aware of the activities occurring within extended studies units, each institution's extended studies administrator shall submit reports and data that the Commission deems necessary.

2.00 Statutory Authority

The Colorado Commission on Higher Education's role and responsibilities in the administration of Statewide Extended Studies is defined in C.R.S. 23-1-109(4):

(4) The commission shall administer any centralized, statewide extension and continuing education program of instruction which may be offered by any state-supported baccalaureate and graduate institution. All instruction offered outside the geographic boundaries of the campus, including instruction delivered by television or other technological means, shall be a part of this program unless exempted by policy and action of the commission.

23-1-108 (8) The commission shall prescribe uniform academic reporting policies and procedures to which the governing boards and their institutions shall adhere.

(9) The state-supported institutions of higher education shall provide the commission with such data as the commission deems necessary upon its formal request. Data for individual students or personnel shall not be divulged or made known in any way by the director of the commission or by any commission employee, except in accordance with judicial order or as otherwise provided by law. Any person who violates this subsection (9) commits a class 1 misdemeanor and shall be punished as provided in section 18-1.3-501, C.R.S. Such person shall, in addition thereto, be subject to removal or dismissal from public service on grounds of malfeasance in office.

3.00 Failure To Submit Timely And Correct Reports

Failure to submit reports in a timely manner will result in notification to the institution's chief executive officer and a request for explanation of non-compliance. The Commission reserves the right to deny all requests for approval from institutions not in compliance with extended studies reporting policies.

Institutions that submit reports containing inaccurate or erroneous data will be subject to audit and possible sanction by the Commission.