

SECTION IV

PART C POLICIES AND PROCEDURES SPECIFIC TO THE STATEWIDE EXTENDED STUDIES PROGRAM

1.00 Extended Studies Advisory Committee

The Extended Studies Program Advisory Committee shall advise the Commission concerning any matters relating to the Extended Studies Program, upon request of the Commission or on its own initiative. The Committee shall recommend the funding of special projects or other uses of Extended Studies Program funds not otherwise committed.

The committee shall have a representative from each of the four geographical regions of the state plus one member elected at-large. (See map, [Appendix A.](#)) Two representatives shall be elected each alternate year to two-year terms by a majority of Extended Studies Program deans and directors (one vote per institution) attending the deans and directors' annual business meeting. The at-large representative will be elected in alternate years to a two-year term. The Commission's Statewide Extended Campus director shall chair the committee.

2.00 Needs Assessment; Delivery of Programs

2.01 Needs Assessments

Institutions' Extended Studies administrative units shall conduct activities to determine the higher education needs in the state of Colorado which are appropriate for their institutions to address.

Institutions' Extended Studies units should include in their annual Program Plan/Budget information on how they will meet the higher educational needs in the state that are appropriate to their roles and missions.

2.02 Statewide Delivery of Unique Programs

An institution/campus which alone among the state's colleges and universities is approved to offer instruction in one or more academic disciplines or fields may -- and has the responsibility to -- offer instruction in such disciplines or fields throughout the state through the Extended Studies Program as dictated by demand.

2.03 Military Base Education Programs

Education directors at military installations, by agreement, will follow the Commission-approved procedures in which military education directors utilize appropriate Colorado Extended Studies Programs to provide needed instruction.

Out-of-state institutions are to deliver instruction only when Colorado institutions cannot.

3.00 Budgeting and Funding: Procedures for the Extended Studies Program

3.01 Financial Control

Financial control of the institution's Extended Studies administrative unit and the institution's off-campus and Extended Studies programs shall lie with the Extended Studies administrative unit and its designated administrative officer. The Extended Studies unit shall control expenditures of resources and transfers of funds to other entities of the institution engaged in off-campus or other Extended Studies activities. The institution's financial officers and Extended Studies director are responsible for compliance with Commission policies, state fiscal rules, recognized accounting practices and good management practices.

3.02 State-Funded Instruction Offered Through the Extended Studies Program

The Statewide Extended Campus includes instruction of all types delivered off an institution's campus. Courses and degree programs may be offered at off-campus locations, at other institution's campuses, delivered to students via the mails or the electronic media, and also may be offered on the sponsoring institution's campus. Instruction may be offered, consistent with state policy, either state-funded or cash-funded, and administered by the institution's Extended Studies/continuing education administrative unit.

Officers of institutions offering both state-funded and cash-funded instruction through Extended Studies Programs should ensure that the programs are administered in accordance with Commission policies and state policies on enterprises, particularly ensuring that revenue from the programs having different sources of funding are not commingled and are separately accounted for.

3.02.01 Separation of Accounts and Funds

Institutions shall maintain separate financial accounts for cash-funded and state-funded instruction and funds shall not be commingled. Colorado's Article X, Section 20 (C.R.S.) imposes a ten percent limit on the percentage of annual revenue that institutions' Extended Studies/continuing education programs operating as enterprises may receive from state and local governments. Separate financial accounting records should clearly distinguish between cash and governmental funding sources.

3.02.01 Reporting

State-funded instruction shall be included in all reports of the institution's off-campus instruction and instruction delivered outside of the institution's traditional resident instruction program that is administered by the Extended Studies/continuing education unit. Examples of instruction A delivered outside of the institution's traditional resident instruction program are evening and weekend programs that may use campus facilities. Instruction of that type, however, may be any instruction that is designated by the institution to be administered by the Extended Studies/continuing education administrative unit. State-funded instruction shall be included in the B-2 report (per B-2 preparation instructions; see [Appendix C](#)).

3.03 Programs Operating as Enterprises

Under SB93-1335, governing boards, through formal resolution, were enabled to designate continuing education programs that met the requirements of Article X, Section 20 (C.R.S.) as enterprises. Programs so designated and confirmed by the State Auditor shall be implemented as part of the Colorado Statewide Extended Studies Program and shall be operated in compliance with the policies of the Commission.

An institution that chooses not to designate its Extended Studies Program as an enterprise, or if its program does not qualify as an enterprise, may operate on the institutional allocation of governing board spending authority.

3.04 Approved Expenditures

Each institution/campus that desires to participate in the Extended Studies Program shall submit an Institutional Extended Studies Program Plan/Budget on or before May 1. (A copy of the form is attached as [Appendix B.](#))

The following expenditure items may be budgeted:

- . Instructional salaries and benefits;
- . Time-in-Transit payments (see section 3.08.01, below);
- . Travel, both administrative and instructional; (international travel must be approved in advance by the Governor);
- . Other current expenses;
- . Intra-institutional reimbursement up to two-thirds of the revenue from space available instruction for reimbursable direct administrative and instructional expenses;
- . Salaries and benefits for administrative personnel, instructional coordinators, and classified staff personnel, both professional and clerical;
- . Hourly salaries;
- . System Support Contributions;
- . Institutional/Campus Support items, consistent with policy 3.04, itemized;
- . Required Program Fund.

Other expenses may be authorized when they are specifically requested and justified.

Extended Studies administrative units may, at their option and with the concurrence of the institution's chief executive officer, employ program revenues for rental, lease, or

purchase of facilities for Extended Studies offices (and classrooms, if desired) at an off-campus site.

Staff personnel funded by the Extended Studies Program shall be employed only in Extended Studies Program activities except with the concurrence of the institution's Extended Studies Program director, and with that Program receiving appropriate financial compensation. Institutions may direct funds that are generated by their Extended Studies programs that are above actual Extended Studies expenses and the Required Program Fund to the following types of activity: support of additional Extended Studies programs (and the funds may be rolled-forward for use in the succeeding year); acquisition of technological equipment and expenses associated with its implementation; support of Off-Campus State-Funded programs, including provision of necessary library materials and other academic support; or directed to other institutional purposes at the discretion of the chief executive officer of the institution/campus. The institution may include Extended Studies revenue not required for program operating expenses or for the Required Program Fund in its budget for the succeeding year, but it shall not budget Extended Studies funds for non-Extended Studies purposes in the year in which the funds are expected to be generated.

Institutions/campuses are encouraged to establish special funds when long-term or major Extended Studies projects are planned, such as capital projects, with monies over and above Extended Studies expenses and the Required Program Fund. Academic units that provide courses and programs of instruction to the institution/campus's Extended Studies program should have priority for use of institutional discretionary funds. Financial control lies with the Extended Studies administrative unit and its designated officer.

3.05 Institution/Campus Support

Expenses charged to the Extended Studies Program shall only be those that compensate for services (such as admissions, record-keeping, and computer services), equipment, or supplies which are employed directly and exclusively in Extended Studies Program administrative or instructional activities. Total funds transferred from the institution's Extended Studies program to its campus shall be reported in the Year-End Extended Studies Financial Report. (See [Appendix F](#).) Institutions may provide support services at no cost to the Extended Studies Program, consistent with restrictions on auxiliary enterprises.

When funds are received directly by an institutional academic unit from an external agency to support a specific off-campus program, the grant-funded off-campus program is subject to the same policies and procedures as other off-campus programs. The academic unit may exercise academic control, but the institution's designated Extended Studies Program administrator and administrative unit shall be responsible for internal and external coordination, reporting, Commission liaison, conveying Commission policy directives to all affected academic or administrative units of the institution, and institutional compliance with Commission policy. The Extended Studies Program administrative unit shall be reimbursed for administrative expenses incurred on behalf of the program. Appropriate levels of System Support Contributions shall be contributed.

Administrative staff personnel who are compensated by the Extended Studies Program shall not be assigned other responsibilities unless proportionate financial reimbursement

is provided to the Extended Studies Program. The Extended Studies Program also shall not provide support for any other program or activity without appropriate reimbursement.

3.06 Required Program Fund

To ensure prudent fiscal management of the cash-funded Extended Studies programs, to protect the institution/campus from the possible necessity of subsidizing a program that finds itself unable to meet expenses with earned income, and to ensure that off-campus programs have both operating and program development funds, institutional Extended Studies administrative units shall generate and maintain a Program Fund. The Fund may be used for unexpected expenses to maintain the program, to ensure the success or the quality of Extended Studies program, or to initiate needed new programs.

Institutional Extended Studies programs generating annual revenue less than \$350,000 shall maintain a Program Fund of not less than \$50,000. Programs generating higher annual revenue shall generate a Program Fund of not less than 15 percent of total annual revenue. The Program Fund shall be held by the Extended Studies administrative unit and shall be reported annually to the Commission in the Year-End Extended Studies Financial Report ([Appendix F](#)). No institutional Extended Studies program shall be eligible for a subsidy until its Program Fund has been exhausted.

The Program Fund shall initially be generated and shall be re-generated by the institutions' Extended Studies programs. Initial generation and re-generation shall be accomplished by reasonable, consecutive, annual deposits which shall be identified in the Program Plan/Budget submitted to the Commission.

3.07 Faculty Compensation

Compensation for faculty teaching cash-funded courses in the Extended Studies Program should be set at appropriate levels but consistent with the self-funding nature of the Extended Studies Program.

3.08 Instructional Travel Reimbursement

3.08.01 Time-in-Transit Payment

Travel time of instructors meeting off-campus classes, at the option of the institution's Extended Studies Program director, may be reimbursed. A lump-sum payment may be made, calculated on the basis of \$.50 per mile, one way, one time, from the instructor's home or from the campus, whichever is closer to the location of the class meeting site, for each semester credit.

3.08.02 Reimbursement for Mileage and Subsistence

Mileage and subsistence expenses are reimbursable at rates not to exceed those currently authorized in state travel regulations.

3.09 Fiscal Agent for the Colorado Statewide Extended Studies Program

The Commission may contract with an institution participating in the Extended Studies Program, or with another appropriate agency, to serve as the Commission's fiscal agent for the Extended Studies Program. The fiscal agent shall administer Commission budgets, receive Extended Studies funds, and, with proper authorization, expend funds on behalf of the program.

4.00 Denver Metropolitan Area Extended Studies Coordinating System

4.01 Purpose

The Denver Metropolitan Area Extended Studies Coordinating System is formally organized for the purpose of ensuring coordination among the institutions planning to offer off-campus instruction in the Denver metropolitan area. It ensures that state resources are used effectively and efficiently, ensures that off-campus educational needs in the area are met, and fosters inter-institutional cooperation.

4.02 Organization of the System

4.02.01 The Programmers' Council shall include a representative from each institution/campus planning to offer instruction in the Denver metropolitan area and shall have the following responsibilities:

- To meet as necessary but not less than once each term to discuss program plans for the succeeding term for the Denver metropolitan area.
- To forward additional programming recommendations to the Directors' Council.
- To make recommendations to the Directors' Council and to the Commission to improve coordinating procedures, to determine programming areas that are not being addressed, and to encourage inter-institutional cooperation.

The chair of the Programmers' Council shall be elected annually from among the institutional representatives.

4.02.02 The Directors' Council shall be comprised of the directors of each institution planning to offer instruction in the Denver metropolitan area. It shall have the following responsibilities:

- To discuss new programming needs in the service area and how these might be met.
- To promote off-campus instruction.
- To make recommendations to the Commission on coordinating policies and procedures for the Denver area.
- To discuss coordination with other education institutions.

- . To foster good inter-institutional relations.

The chair of the Directors' Council shall rotate annually among the directors.

5.00 System Support Contribution (SSC)

5.01 Basis for System Support Contributions and Due Dates

Each four-year institution assists in the financial support of the extended Studies Program. To provide equity among institutions, the support contribution is based upon the size of each institution's program as indicated by student credit hours generated for both credit and non-credit classes, whether cash-funded or state-funded offered through the Extended Studies Program. The contribution has no relationship to the source of funds. The support contribution is an administrative expense and is not directly tied to any program of instruction. Funds are held by or expended by the Commission on behalf of off-campus programs.

Credit will be imputed for non-credit classes with 15 contact hours equivalent to one semester credit hour. The System Support Contribution (SSC) shall be based on the student credit hours generated in the previous year and shall be due and payable on or before March 1. Contribution checks should be made out and sent to the institution serving as the fiscal agent.

Tuition and fee rates should be set at levels sufficient to ensure that revenue will cover administrative expenses, including the System Support Contribution.

5.02 Statewide Delivery and Subsidy of Rural Programs

The Extended Studies Program is based on the concept that educational opportunity should be available throughout the state and that an organized, statewide system can best serve the needs of citizens residing in all regions of the state. In order to ensure statewide delivery of instruction, institutions must serve the less-populated regions of the state. Programs offered in these areas may not be able to be financially self-supporting. Revenue earned in the more densely-populated urban areas and deposited as SSC with the Commission may be used to subsidize institutions that sustain losses from operating programs primarily serving rural populations. The Commission may authorize a reasonable subsidy from SSC funds for those institutions that require it upon receipt of the Program Plan/Budget. Subsidies shall not be provided if institutional management has created unnecessary expense or revenue shortfall. No subsidy shall be provided until the institution/campus submits a satisfactory year-end financial report. (See Part B, 2.01.02.)

5.03 System Support Contribution Rates

All institutions return to the Commission \$1.00 for each semester student credit hour (or imputed credit hour for non-credit instruction) generated from all instruction, regardless of funding source, sponsored by the institution's Extended Campus administrative unit, credit and non-credit, in the previous year. The SSC will be calculated each year on the student credit hours generated by the class enrollment on the date students may drop classes with no refund of tuition and fees. Students who receive a refund of any amount shall not be included in determining student credit hours and the SSC. Students who withdraw after the refund date shall be counted in determining student credit hours and the SSC. For non-credit instruction 15 contact hours equals one semester credit.

Institutions that fail to satisfactorily complete the B-2 report, which yields the student credit hour basis for the contribution, prior to the date that System Support Contributions are due, March 1, shall contribute by that date the same amount of SSC as in the previous year. Upon submission of a satisfactory B-2 report the institution/campus shall contribute any additional funds owed or shall be granted a refund.

5.04 Authorized Expenditure of Extended Studies Funds

Funds accumulated in institutional Extended Studies accounts in excess of actual Extended Studies Program expenses and Required Program Fund may be rolled-forward for use in the succeeding year and directed to the support of additional Extended Studies activity; to the acquisition of technological equipment and expenses associated with its implementation; support of Off-Campus State-Funded programs; or directed to other institutional/campus purposes at the discretion of the institution/campus's chief executive officer.

Except for appropriated overhead funds, funds obtained from System Support Contributions held by the Commission on Higher Education shall be expended only for activities directly in support of institutions' Extended Campus administrative units and their programs.

5.05 Funds for Expenses in Serving Disabled Students

The Commission may establish a self-insurance fund from which expenses of institutions' Extended Studies programs in meeting the required needs of disabled students may be reimbursed. Institutions shall submit a request to the Commission's Extended Campus director. The Extended Studies Advisory Committee shall review and recommend action on all requests for reimbursement.

5.06 Expenditure of SSC Funds for Development Grants

5.06.01 Purposes of Grants; Criteria

The Commission may offer Extended Studies Program Development Grants utilizing part of the SSC funds to support special programs or projects consistent with the mission of The Statewide Extended Campus. Decisions on the funding of proposed programs and projects shall be made by the Commission with the advice of the Extended Studies Program Advisory Committee. Grant funds shall

be used only for development of the program proposed. The institution/campus also is expected to contribute partial funding from other sources toward the development of any program receiving grant funding.

These criteria also are to be met by grant-funded program development projects:

- the program to be developed is legitimately a continuing education program;
- the project is replicable by other Extended Studies Program institutions;
- evaluation procedures are included in the proposal with a systematic procedure for disseminating the results;
- the proposed project shows promise of generating income or improving the quality of the program.

5.06.02 Procedures

The following procedures are to be followed:

- (A) Extended Studies Program Development Grants may be requested when the availability of funds is announced by the Commission.
- (B) All requests must clearly identify the purposes to be achieved and must include:
 - a statement of need with all available supporting data;
 - a description of the activities to be carried out;
 - identification of the staff to be used;
 - identification of the geographic area and the target group primarily affected;
 - the method of evaluating the results;
 - a budget;
 - any other information that supports the request.
- (C) No more than three proposals for grant-funded projects may be submitted by one institution/campus in any request period. All proposals shall be submitted together with their priority indicated. Six (6) copies of each proposal shall be submitted.
- (D) Institutions receiving development grants shall submit a request for funds to the Commission.
- (E) Reports shall be made to institutional Extended Studies directors, as follows:
 - oral presentations on projects approved for funding shall be made at the next regular meeting of Extended Studies directors;
 - upon completion, a final written report shall be disseminated to all Extended Studies directors and an oral presentation, emphasizing the results, follow-up activities, replicability, and implications of the project, shall be made at the next meeting of directors.

5.07 Contingency Account

The Commission may budget a portion of the SSC for a contingency account. These funds may be held pending future program needs. Funds may be allocated from the account to institutions for Extended Studies Program development when the balance exceeds \$50,000.

5.08 Unexpended Income

All unexpended income realized by the individual Extended Studies programs at the close of the fiscal year above their actual expenses and Program Fund, and the SSC for that program, shall be reported to the Commission in the Year-End Extended Studies Financial Report. (See [Appendix F.](#))

5.09 Accountability for Use of Funds

Failure to contribute SSC funds in accordance with the policies will result in notification of the institution's chief executive officer and a request for the chief executive officer's explanation for the non-compliance.

6.00 Student Registration and Student Services

6.01 Required Registration

All persons who attend an Extended Studies Program class, credit or non-credit, shall be registered and shall pay all required tuition (and fees, if any). Faculty, staff, and resident instruction students who have paid tuition and fees on-campus are not exempt from this policy.

Faculty and staff of sponsoring institutions who are permanent employees may be enrolled in Extended Studies courses on a space-available basis when minimum enrollment levels have been reached for reduced tuition at not less than 50 percent of regular tuition. The System Support Contribution shall be assessed in full for student credit hours (or imputed hours) so generated.

6.02 Space Available Registration for Senior Citizens

Persons age 62 or older may be registered without payment of tuition on a space available basis after the institution/campus has determined that the class enrollment exclusive of such persons is adequate to offer the course. No credit shall be offered for completion of such courses, but a certificate of completion may be awarded.

6.03 Financial Aid

Contingent upon the availability of funds, institutions may offer financial aid to qualified Extended Studies Program students by agreeing to follow certain administrative procedures and policies. Institutions not previously agreeing to participate but who wish to do so should contact the Commission for details of the program.

6.04 Student Fees

Students enrolling in courses through the Extended Studies Program component shall not be required to matriculate and to pay a matriculation fee to the sponsoring institution. Student activity, health, or other non-instructional fees shall not be mandatory for Extended Studies Program students. The services may be offered to students enrolling in credit courses and, when accepted, the fees may be charged. Campus facility use fees shall not be assessed by the Extended Studies Program institution.

6.05 Student Financial Obligation

Any student who owes tuition and who has not made a deferred payment arrangement shall not be permitted to re-enroll or to have transcripts issued until the tuition balance has been paid.

7.00 Policies on Independent (Correspondence) Study

7.01 The Colorado Consortium for Independent Study

The purpose of the Colorado Consortium for Independent Study is to enable institutions to develop cooperative programs and to coordinate their efforts to develop and publicize their independent study programs. Institutions that offer independent study shall be members. Institutions wishing to offer independent study and to become members may join the Consortium by submitting a letter from the institution's chief executive officer indicating this intent.

7.02 Definition of Independent Study

Independent Study offers the student a self-paced learning opportunity through a planned program of study upon demand. Courses are designed to enable the student, regardless of location, to interact one on one with the instructor by any of several means of communication. Registration is available at any time.

7.03 Submission of Information on New Courses

To foster cooperation and coordination, and to encourage best use of instructional resources, Consortium members shall submit information on new course and program development to all other members of the Consortium and to the Commission's Statewide Extended Campus director. This information shall include course number, course title, course description, and, if appropriate, a description of the intended audience for the course. For college credit courses, this information shall come from the institution's general catalog. Only credit courses which have been approved through all institutional procedures shall be prepared for independent study. This information shall be circulated as early as possible in the development process.

7.04 Tuition

Tuition levels for independent study courses shall be set at the discretion of the sponsoring institution's Extended Studies director. Fees for Independent Study courses

shall only be charged when there are extraordinary expenses associated with a specific course. Fees shall not be charged in place of tuition.

7.05 Revision of Independent Study Courses

Independent study courses shall be reviewed for possible revision by the sponsoring institution/campus at least every three years.

7.06 Chair of the Consortium for Independent Study

The chair of the Consortium shall rotate annually among the institutional member representatives.

7.07 Refunds for Independent Study Courses

Refunds for independent study courses shall not be granted beyond forty (40) days from the date upon which the student enrolled. Within the forty day period institutions may grant partial refunds, if they wish.

7.08 Basis for System Support Determination: Independent Study Courses

The System Support Contribution (SSC) shall be determined upon the basis of courses completed in a given term.

7.09 Ineligibility for State Funding

Unless an exception is granted in accordance with the Commission's FTE Reporting Policies, Independent Study courses, whether or not there is a technology component, are not eligible for state funding.

8.00 Space Available Programs

Institutions may enroll students through the Extended Studies Program in on-campus resident classes after regular registration when minimum institutional class enrollments have been met but when space for additional enrollment remains. Students enrolling in Space Available programs will be accounted for as Extended Studies Program students only, not FTE-generating resident students. The institution/campus shall be responsible for the System Support Contribution for the student credit hours generated.

Students enrolling in Space Available programs ordinarily shall have continuing education purposes for enrolling, be non-degree, be enrolled on a part-time basis (as defined by the institution), and shall pay tuition at rates established for the Extended Studies Program.

The institution's Extended Studies administrative office shall collect all tuition (and fees when appropriate) and may reimburse academic and academic support units of the institution/campus for reimbursable direct administrative and instructional expenses associated with the Space Available program. Such reimbursement shall not exceed two-thirds of the amount received from tuition and fees.