

SECTION IV

PART D APPROVAL OF INSTRUCTION OFFERED AS PART OF EXTENDED STUDIES

1.00 Introduction

This program approval policy and set of procedures applies to off campus or cash funded baccalaureate and graduate degree programs, individual credit courses offered by an extended studies unit and out of state/country instruction. With the exception of out of state/country instruction, the Commission's role is limited to evaluation of a proposed program's fit with an institution's role and mission. No new degree program may be implemented at a state postsecondary institution unless the proposal is approved by the appropriate governing board and reviewed by the Colorado Commission on Higher Education. A new degree program may not be implemented without the Commission determining that it is consistent with the institution's role and mission.

2.00 Statutory Authority

Colorado Commission on Higher Education's role and responsibility in the approval of new academic programs at institutions operating under a performance contract is defined in SB 04-189. It reads:

While operating pursuant to a performance contract negotiated pursuant to this section, the governing board of a state institution of higher education: Need not consult with nor obtain approval from the Colorado commission on higher education to create, modify, or eliminate academic and vocational programs offered by the institution, so long as such creations, modifications, and eliminations are consistent with the institution's statutory role and mission. The Colorado commission on higher education shall have the authority to override any creation or modification of an academic or vocational program if the change made by the governing board is inconsistent with the institution's statutory role and mission.(23-5-129 (6)(b))

The Commission's role in review and approval of out of state and out of country instruction is defined in C.R.S. 23-5-116(4):

(4) Prior to the offering of out-of-state courses, institutions and governing boards must receive approval from the Colorado commission on higher education. Such approval shall be based upon the following criteria: A statement of need for the instruction; evidence of the institution's ability to deliver the program without adversely affecting the institution's approved role and mission; and geographical proximity of the delivery site to the

institution or evidence that the instruction is particularly related to the institution's role and mission.

3.00 Approval Of Extended Studies Degree Or Certificate Programs

Any proposed degree or certificate program to be offered by an extended studies unit that is not already offered as a residential instruction degree on the main campus or is significantly altered from an existing residential instruction degree program offered on the main campus, regardless of funding source, will be reviewed by the Commission 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.

Any proposed degree or certificate program, regardless of funding source, to be offered by an extended studies unit that is identical to one offered as residential instruction on the main campus need not be reviewed in accordance with academic affairs policy. The extended studies unit will provide notification of intent to offer the degree or certificate program 30 days prior to beginning the program. The notification will include the following information:

- Proof that the degree program is identical to a main campus residential instruction program;
- Start date of the program;
- Location of the program; and
- Ongoing nature of the program (i.e. one time offering or perpetual).

4.00 Approval Of Individual Credit Courses

Extended studies units may offer individual credit courses without Commission review as long as said courses have been approved through the institution's academic approval process. Documentation of this approval must remain on file at the institution.

5.00 Approval Of Out-Of-State and Out-Of-Country Instruction

Institutions planning to offer instruction, beyond the seven states contiguous to Colorado (Nebraska, Kansas, Oklahoma, New Mexico, Arizona, Utah, and Wyoming), or out of the United States, must receive CCHE approval. The proposal for out of state instruction shall be submitted through the institution's governing board and shall have the approval of the governing board prior to submission to CCHE.

The governing board's approval process must demonstrate that the following statutory requirements (in 25-5-116[4]) are met:

- A statement of need for the instruction;
- Evidence of the institution's ability to deliver the program without adversely affecting the institution's approved role and mission;
- Geographical proximity of the delivery site to the institution or evidence that the instruction is particularly related to the institution's role and mission; and
- That state funds will not be used for the administration or delivery of the instruction.

CCHE staff will review the proposal, and if it meets the above criteria it will be recommended to the CCHE Executive Director for approval.