

## SECTION IV

### PART E APPROVAL POLICY FOR SITE-BASED OUT-OF-STATE AND OUT-OF-COUNTRY DEGREE PROGRAMS

#### 1.00 Introduction

This policy applies to all degree programs, certificates and degree completion programs offered out-of-state and out-of country by a Colorado state-supported institution of higher education. (Approval for a single course offered out-of-state or out-of-country will continue to be reviewed for approval by applying the Policies and Procedures outlined in [Appendix K](#) of Section IV of the compilation of CCHE Policies.) Instruction delivered out-of-state or out-of-country is authorized in Colorado statute but subject to different review procedures. Degree programs offered out-of-state or out-of-country are limited to those degree programs that the Commission has approved and the institution has authority to offer. The curriculum and academic requirements shall be the same as those of the program when offered on the institution's campus. Such instruction will be part of the Extended Studies Program. Programs approved under this policy will be reviewed on an annual basis and must be reauthorized for the following academic year.

#### 2.00 Statutory Authority

The Colorado Commission on Higher Education has broad statutory responsibility to ensure the quality of education offered by a state-supported institution and protect the students enrolled in these courses and programs. The statute C.R.S. 23-5-116, amended 1983, reads:

State institutions of higher education may offer instruction, for credit or non-credit, outside of Colorado. Each governing board shall have policies and procedures in place concerning the approval and administration of such courses. Governing boards are required by the statute to notify the Commission of their policies and procedures and to provide an annual report of programs sponsored by the institutions under their control. The statutes prohibit the use of state General Fund monies for out-of-state instruction.

#### 3.00 Goals and Criteria

##### 3.01 Policy Goals

To ensure that institutions sponsoring out-of-state degree programs guarantee the quality of these programs, the safety of students enrolled in the programs, and the ability to graduate students in the programs offered without the use of state general fund monies.

To insure the safety of students enrolled in out-of-state and out-of-country programs, institutions should exercise precautions that are commensurate with the normal health

and safety practices carried out on the home campus and that are appropriate for the off-campus location where the program is being conducted. For out-of-country programs, US State Department travel advisories should be reviewed and considered in the institutional decision to offer the program.

### 3.02 Limitations and Exclusions

State funds shall not be used directly or indirectly for instruction or administration of classes or degree programs delivered out-of-state or out-of-country. Course instruction shall be part of the Extended Studies Program and administered by the institution's designated Extended Studies office and in compliance with the policies and procedures of the Extended Studies Program.

The following types of instruction are excluded from the approval procedures pertaining to out-of-state and out-of-country programs. They are, however, subject to the same quality standards of out of state and out-of-country courses and programs:

- Out-of-state class excursions (field trips) that are scheduled as a part of regular classes, including those that are state-funded courses or cash-funded courses.
- Correspondence courses and instruction delivered via television, videotape, or other mass media.
- Institution-sponsored study-abroad courses that are administered on-campus and offered primarily for the benefit of regularly enrolled degree-seeking students. In contrast, study-abroad courses advertised to the general public that enroll only a small proportion of persons who are regular, degree-seeking students shall be offered, cash-funded, through the Extended Studies Program.
- Internships, cooperative education experiences arranged for sites outside of Colorado that are offered to regularly-enrolled, degree-seeking students.

### 4.00 Process and Procedures

Institutions planning to offer a complete degree program, certificate and or degree completion program out-of-state, beyond the seven states contiguous to Colorado, or out of the United States, shall submit information in the format outlined in [Technical Appendix A](#). The proposal for delivery of a complete degree program, certificate and or a degree completion program shall be submitted through the institution's governing board and shall have the approval of the governing board. The proposal will be reviewed by CCHE staff, and if it meets statutory and CCHE criteria it will be recommended to the CCHE Executive Director for approval. At a minimum, the requesting institution must clearly state the benefit of the out-of-state program to the institution, its students and the State of Colorado. No action will be taken by the institution until all issues and concerns raised by the staff have been resolved by the governing board. All site-based programs will be reviewed on an annual and must be reauthorized prior to the beginning of the following academic year. Institutions will complete [Technical Appendix A-1](#) and submit it to the Commission by May 1.

A COPY OF THE DEGREE PROGRAM DESCRIPTION FROM THE INSTITUTION'S CATALOG SHOULD BE APPENDED.

**A. Criteria and Procedures for the Review of Proposals for the Delivery of Degree Programs Out-of-State or Out-of-Country**

Degree programs proposed for delivery out-of-state or out-of-country shall be reviewed by the CCHE staff to determine whether the proposed program meets quality criteria for off-campus programs, the program is approved for offering by the sponsoring institution, quality control methods are incorporated into administrative plans, and whether the program's curriculum and academic standards are the same as those for the program when it is delivered on-campus. State general fund monies may not be used to support costs of delivery of out-of-state instruction, including institutional indirect costs.

The Commission must receive proposals at least three (3) months in advance of the program's proposed start-up date.