



## **Texas Tech University**

### **Operating Policy and Procedure**

#### **OP 36.06: Off-campus Residence Courses Taught in State**

**DATE:** May 27, 2005

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach regarding off-campus residence courses taught in state, as required in Chapter 4, Subchapter E of the Texas Higher Education Coordinating Board Rules and Regulations - Approval of Distance Education and Off-Campus Instruction for Public Colleges and Universities.

**REVIEW:** This OP will be reviewed by October 1 every even-numbered year by the vice provost for outreach and extended studies (VPOES) with recommendations for revision presented to the provost/senior vice president for academic affairs (PSVPAA) by November 1.

#### **POLICY/PROCEDURE**

The VPOES has been delegated the authority and responsibility for monitoring off-campus residence courses taught in state, and Institutional Research and Information Management is responsible for reporting for off-campus residence courses taught in state.

##### **1. Policy**

- a. Off-campus residence courses must meet the same quality standards as those courses taught on campus.
- b. Faculty contact hours with off-campus courses should be equivalent to those of the same course when taught on campus.
- c. Efforts should be made to ensure against proliferating courses beyond the department's ability to offer such courses. Faculty course load should be considered.

##### **2. Procedure**

- a. Departments intending to offer lower-division off-campus courses should notify the VPOES by mid-January of each year. The specific dates are published in the academic calendar. The VPOES should be provided with the course number, the course name (as on file with the Texas Higher Education Coordinating Board), the section number, and physical address, including the zip code, of the exact location where the course is to be offered. The VPOES will present the courses for approval to the Higher Education Regional Council and prepare the off-campus instruction plan.

Non state-funded credit courses offered out of state or in foreign countries shall not be included in the off-campus instruction plan.

- b. For upper division and master's level off-campus courses, the Office of the PSVPAA, via e-mail, shall provide prior notification of courses planned for the next instructional period to the chief academic officer of peer institutions within 50 miles of the intended instructional site; the Texas Higher Education Coordinating Board (THECB) shall be copied on the e-mail notification. Departments intending to offer such courses off campus should inform the VPOES in accordance with the dates published in the academic calendar; the VPOES will coordinate notification of the peer institutions and the THECB for the Office of the PSVPAA.
- c. The THECB may exempt the following types of off-campus courses and programs from Regional Council and peer review:
  - (1) Courses and programs offered by one public institution on the campus of another public institution, at multi-institution teaching centers and university system centers, and at other sites designated by the THECB;
  - (2) Courses and programs taught on military bases or in correctional institutions;
  - (3) Courses offered as part of approved distance education certificates or degree programs for which the Board of Regents has provided prior THECB notification; and
  - (4) Courses pertaining to student teaching, internships, clinical instruction, practica, cooperative education work stations, and field classes (when limited to campus-based students).
- d. Requests to offer an off-campus residence course must be initiated on an *Off-Campus Resident and Extension Credit Course Information and Approval Form* (see attachment). These forms may also be obtained from the Division of Outreach and Extended Studies.
- e. Off-campus residence courses should be taught by regular TTU faculty members or part-time faculty appointed by the respective academic unit.
- f. Grade rolls for off-campus residence courses are due in the Registrar's Office at the normal grade roll deadline unless previously approved by the registrar.
- g. In the case that a previously scheduled off-campus course must be cancelled, the instructor should notify the Academic Support and Facilities Resources Office.

*Attachment: Off-Campus Resident and Extension Credit Course Information and Approval Form*

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