

POLICIES FOR ASSURING QUALITY AND PREVENTING UNNECESSARY DUPLICATION IN OFF-CAMPUS CREDIT INSTRUCTION

- I. As used in this document, off-campus credit courses and off-campus credit instruction are defined as courses offered for college credit at an off-campus location (including on the campus of another college, university, or vocational-technical school), or through tele courses or correspondence courses. For community colleges, off-campus location is defined as outside the community college district.
- II. A standing seven-member Advisory Committee on Off-Campus Credit Instruction will be created with rotating representation from all state colleges and universities. The Committee will monitor off-campus credit courses, recommend policies and procedures needed to assure quality and prevent unnecessary duplication, and make recommendations to the Director of the Department of Higher Education in response to specific problems that may arise related to the policies described below.
- III. Approval by the State Board of Higher Education is required if an entire degree program is to be offered through off-campus instruction.
- IV. The requirements of the Freshman Assessment and Placement Program apply to placement of students in off-campus credit courses in the same manner as for placement in courses on campus.
- V. In order for SSCH produced by off-campus credit courses to be included for state funding in the higher education funding formula, the following criteria must be met:
 - A. For all forms of off-campus instruction:
 1. Each course must be approved by the offering institution through the same process used for approval of on-campus courses.
 2. Faculty members must have the same academic qualifications as normally expected for on-campus courses (normally a master's or higher degree in the academic discipline related to the course).
 3. Admission processes, course prerequisites, and other requirements for course registration must be analogous to those used for on-campus courses.
 4. The criteria established by the Department of Higher Education for institutional reporting of enrollments for each term apply to students enrolled in both off-campus and on-campus courses.

5. The policy for refund of tuition and fees must be comparable with the policy for on-campus courses.
6. The faculty member teaching the off-campus course must be available for student advising at a time and location that is convenient for the students enrolled.
7. Books, journals, and other library holdings that are considered essential when the course is taught on campus must be provided in a convenient manner for the students enrolled in an off-campus course.

B. In addition to the above:

1. For courses at off-campus locations:
 - a. Specialized facilities and equipment must be comparable with those normally provided when the course is taught on campus (i.e., laboratory courses must be taught in appropriately equipped laboratories, students in computer courses must have access to computers).
 - b. At least as many total hours of classroom instruction per semester must be provided as when the course is taught on campus.
 - c. The location of the course must be:

Within the borders of Arkansas, and
Not on a U.S. military base, and
Not within 30 miles of a state college or university which offers a comparable course (if the proposed location of the course is within 30 miles of more than one institution which offers a comparable course, the closest institution would have priority).
2. For tele courses:
 - a. All tests and examinations must be conducted under the supervision of the faculty member responsible for the course or another individual specifically designated for this purpose by the offering institution.
 - b. There must be at least three class sessions conducted by the faculty member responsible for the course (including any sessions held for purposes of orientation to the course or to conduct tests and examinations). In order for the SSCH produced by the out-of-state students enrolled in tele courses to be included for state funding, the three class sessions for those students must be conducted on the campus of the offering institution in Arkansas.

3. For correspondence courses:

- a. All tests and examinations must be conducted under the supervision of the faculty member responsible for the course or another individual specifically designed for this purpose by the offering institution.
- b. Only the SSCH produced by credit courses taken by Arkansas residents will be included for state funding.

Approved: Agenda Item No. 8
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