

Academic Policy Manual - 800107

Sam Houston State University

Academic Policy Statement 800107

Out-of-State/Out-of-Country

Resident Credit Courses

Revised April 27, 1992

1. AUTHORITY FOR APPROVAL OF OUT-OF-STATE/OUT-OF-COUNTRY RESIDENT CREDIT COURSES

1.01 Section 5.157, Chapter 5, of the Texas Higher Education Coordinating Board, provides revised criteria for out-of-state/out-of-country instruction, and is incorporated as part of this academic statement:

5.157 - Approval of Out-of-State Classes.

a. The Coordinating Board recognizes the importance of improved international and intercultural understanding for the educational development of Texas citizens and for the economic well being of the state. However, the Board also recognizes the necessity to assure that state support is provided only for legitimate educational activities and not primarily for recreational or travel experience for students and faculty. Therefore, all state-funded out-of-state classes offered for credit by Texas public institutions of higher education must be approved by the Commissioner of Higher Education by the following procedures in order for the semester credit hours or the contact hours to be used for formula calculation purposes. Thesis or dissertation classes are to be reported as on-campus classes. All self-supported courses for which no state funds are expended may be taught without prior approval by the Commissioner.

(1) Application Procedures. Each public institution wishing to obtain state funding for a credit course offered outside the state of Texas must submit to the Commissioner an application for state funding which demonstrates that the course meets the criteria set forth in Subsection (b) below. Application deadlines will be published annually by the Commissioner, and will take into consideration the extraordinary lead time necessary for the planning and execution of out-of-state overseas courses.

(2) Review Procedures. The Commissioner or the Commissioner's designee will review all applications for appropriateness of proposed courses as measured against the criteria set forth in Subsection (b) (3) below. To assist in this process the Commissioner will appoint a Peer Review and Resource Committee made up of three international education professionals from the state

higher education community--one from a senior institution, one from a community college, and one at-large (selected at the discretion of the Commissioner). The charge to the Peer Review and Resource Committee will include:

(A) to assist the Commissioner in resolving questions of course quality or appropriateness as measured by published criteria; and

(B) to assist the Commissioner in resolving appeals of initial negative decisions regarding course applications.

(3) Notification Procedures. The Commissioner or the Commissioner's designee will, on a timely basis, notify each applicant of approval or denial of course applications, with written explanation of reasons for any denials.

b All state-funded out-of-state classes offered for credit by Texas public institutions of higher education must be approved by the Commissioner of Higher Education by the following criteria in order for the semester credit hours or the contact hours to be used for formula calculation purposes.

(1) Criteria for Students. All students enrolled must have met all institutional standards for admission and must have been actually admitted to the institution. All students enrolled must pay the appropriate tuition and fees for their residency category (e.g. resident, out-of-state, international) and for the total number of credit hours earned. Financial aid must be available to students registering in overseas courses on the same basis as it would be for such students seeking financial aid for on-campus instruction. Additional financial aid may be furnished by the institution as appropriate.

(2) Criteria for Faculty. Instruction normally will be provided by regular faculty of the institution and will be supervised and evaluated according to appropriate institutional policies. Exceptions may be made to take advantage of uniquely qualified personnel at the overseas location if the institution provides for individual justification and approval by the appropriate faculty or institutional officials. Faculty and staff may not realize improper advantage or financial gain for teaching overseas courses.

(3) Criteria for Courses. Individual course offerings are as follows:

(A) Courses offered at overseas locations must be regular courses of the institution and must be justified in terms of academic, cultural, or physical resources available at the specific location(s) of the course.

(B) Instruction in all authorized courses must conform to all relevant academic policies at the institution. All courses must conform to the institution's workload and enrollment requirements, its contact hour/credit ratio, and similar matters.

(C) Courses may not offer credit primarily for travel, recreation, or pleasure.

(D) Minimum class enrollments must conform to the same standards applicable were the course to be offered on-campus.

(4) Criteria for multi-course offerings. Multi-course offerings are as follows:

(A) A group of courses that are taught by an individual faculty member and that are offered in the same time period and in the same overseas location may be considered as an aggregate for authorization purposes.

(B) A multi-course aggregate may be approved provided that at least half the courses (making up at least half the credit hours) offered as part of the aggregate comply with item 3 (A) above. All other criteria must be fully met by each course that is part of a multi-course aggregate.

(5) Criteria for Repeat Courses. A course that has been approved previously to be offered overseas may be approved simply on the basis of institutional certification that the course is the same course previously approved.

(6) Criteria for Administration. The criteria for administration are as follows:

(A) Except for funds specifically appropriated for international activities (e.g. state incentive programs, scholarships, etc.) state funds may not be used for faculty or other incidental expenses associated with out-of-state instruction.

(B) Any free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels must be used in direct support of the instructional program and may not be made as gifts to faculty or staff members or their families.

(C) Advertising or marketing for out-of-state courses should emphasize the instructional nature of the courses, and may not emphasize or create the impression that the courses are primarily credit-for-travel experiences.

2. INSTITUTIONAL GUIDELINES AND APPROVAL PROCEDURE FOR OUT-OF-STATE/OUT-OF-COUNTRY RESIDENT CREDIT COURSES

2.01 Proposed out-of-state/out-of-country instruction must be: (a) requested through administrative channels in the format provided in Attachments "A", and "B", to the appropriate academic dean; (b) recommended by the Academic Policy Council; (c) endorsed by the Vice President for Academic Affairs; (d) approved by the President of the university; the Board of Regents, Texas State University System; and, the Texas Higher Education Coordinating Board. Any such programs approved by the aforementioned process will be administered and controlled by a central university administrative entity. Established programs must be re-evaluated and re-approved each time they are to be offered.

2.02 Proposed out-of-state/out-of-country resident credit courses may be publicized and undertaken only after approval is obtained in the manner prescribed in 2.01 above. The same or a similar program must be re-approved in the same manner each time it is to be offered.

2.03 Travel and living accommodation expenses for faculty members participating as instructors in out-of-state/out-of-country resident credit courses will, insofar as possible, be incorporated within the total cost of the program to participating students. Individual consideration for other expenses incurred by the faculty will be worked out in individual study programs.

2.04 The travel and living accommodations for the participants in out-of-state/out-of-country instruction will be approved by the Office of the Vice President for Academic Affairs.

2.05 To ensure that out-of-state/out-of-country instruction is academically stringent, formal lectures are to be conducted during the field trips and appropriate preparation is to be required before such trips are taken. Additional study or a follow-up paper or similar requirement is considered to be necessary after the students have returned to the campus of Sam Houston State University from the travel associated with the course.

2.06 The courses offered, semester credit hours produced, and faculty assignments will be included as part of the Twelfth and/or Fourth Class Day Report submitted by Sam Houston State University to the Board of Regents, Texas State University System.

2.07 The instruction in all authorized out-of-state/out-of-country courses must conform to all relevant academic policies at Sam Houston State University. All courses must conform to Sam Houston State University's workload and enrollment requirements, its contact hour/credit ratio and similar matters. (See Academic Policy Statement 860110, Courses Which Last Less Than A Semester.)

2.08 Sam Houston State University will report resident credit courses eligible for formula funding outside the state of Texas with the appropriate out-of-state/out-of-country coding on the class report form (CBM-004).

APPROVED:

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