

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.A.01

AREA: General

SUBJECT: Off-Campus Resident Credit Course Instruction

1. PURPOSE

This document sets forth policies and procedures governing off-campus resident credit courses offered by the component universities of the University of Houston System. This document provides a framework for the delivery of off-campus instruction and facilitates the resolution of issues of cooperation and non-duplication in such programs. The Board of Regents policy [21.01](#) also should be consulted in connection with this topic.

2. POLICY

- 2.1. A component university's primary responsibility is to maintain the quality of on-campus instruction. Delivery of off-campus resident credit courses shall not adversely affect the quality of on-campus instruction and shall not unnecessarily duplicate existing course offerings or negatively impact on-campus instructional resources.
- 2.2. The quality of off-campus instruction shall be comparable to on-campus instruction, including but not limited to student admission requirements, faculty qualifications, course requirements, contact hours, and provision of appropriate access for students and faculty to library and support services.
- 2.3. The System will review the component universities' proposals annually to:
 - a. Assure compliance with the Coordinating Board rules and System policy; and
 - b. Facilitate inter-campus cooperation; and
 - c. Maintain current and accurate records of off-campus resident credit course offerings.

3. PROCEDURES

- 3.1. In accordance with the Texas Education Code, the Texas Higher Education Coordinating Board (THECB) must be notified of any new off-campus resident credit course and program offerings according to state rules and regulations governing off-campus instruction. These rules are presently codified in [Chapter 5, Subchapter D](#) of the “[Rules Applying to Public Universities and Health-Related Institutions of Higher Education in Texas](#).” Each component university in the System is responsible for adhering to these regulations.
- 3.2. The Provost at each component university is responsible for insuring the quality of off-campus resident credit courses offered by his/her component university. Minimum quality standards are enumerated in Section [5.76](#) of the THECB rules.
- 3.3. The establishment of a new off-campus site or the addition of new programs at an existing site must be reviewed and recommended by the Provost’s Council prior to notifying the THECB.

In its review, the Provost’s Council will consider, among other subjects:

- a. Sufficiency of the need and demand to be met;
- b. Quality of proposed courses/programs;
- c. Impact on affected educational institutions; and
- d. Business pro forma outlining projected revenue and expenses for delivering the proposed program.

The initiating component university is responsible for providing sufficient data to form a careful analysis of the off-campus instructional proposal.

- 3.4. The Provost’s Council will make its recommendation to the Senior Vice Chancellor for Academic Affairs, who is responsible for approving proposed courses/programs for transmittal to the THECB.

4. REVIEW AND RESPONSIBILITY

Responsible Parties: Senior Vice Chancellor for Academic Affairs

Chancellor, University of Houston System

Review: Every three years on or before September 1

5. APPROVAL

Approved: Paula M. Short
Senior Vice Chancellor for Academic Affairs

Renu Khator
Chancellor

Date: October 5, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	01/12/1991	Initial edition
2	08/14/2000	Applied revised SAM template to meet current documentation standards. Changed Board of Regents Policy to 21.01 in Section 1.1. Revised reporting mechanism to Senior Vice Chancellor for Academic Affairs in Section 3.3. Changed responsible party from Campus Chief Academic Officers to Senior Vice Chancellor for Academic Affairs and Provost
3	10/15/2004	Applied revised SAM template to meet current documentation standards. Added “component university” to text throughout. Removed Section 3.3. Changed review period from odd numbered years before January 15 th to every three years before December 31 st . Added Senior Vice Chancellor for Academic Affairs to Section 5 approval process
4	12/17/2010	Applied revised SAM template to meet current documentation standards. Added hyperlinks to documents as applicable in text. Changed reference in Section 3.1 to Subchapter D with new title. Updated quality standards reference of the THECB rules in Section 3.2 to Section 5.76. Added Section 3.3.d on Business Pro Forma. Changed responsible party from Senior Vice Chancellor for Academic Affairs to Associate Vice Chancellor for Planning and University Outreach. Changed review period from every three years before December 31 st to every three years on or before September 1 st . Removed Section 6, Indexing Terms

Revision Number	Approval Date	Description of Changes
5	10/05/2015	Added new Revision Log. Changed responsible party from Associate Vice Chancellor for Planning and University Outreach to Senior Vice Chancellor for Academic Affairs and Chancellor, University of Houston System. No additional redlines were indicated by the Subject Matter Expert (SME)