

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs
AREA: Extension Programs

Number: 12.03.01

SUBJECT: Extension Programs

I. PURPOSE

In order to ensure that all Extension Programs offered through the University of Houston are in compliance with state and university requirements, colleges are required to adhere to the policies and procedures as set forth in this document.

II. DEFINITIONS

- A. Extension Programs: Credit courses or programs offered outside the state funding model that are not offered on the UH campus.
- B. Memorandum of Agreement (MOA): A contract between the university and another party which spells out the terms for the delivery of the Extension Program.

III. POLICY STATEMENT

- A. The offering of Extension Programs by an institution of higher education is authorized by the Texas Higher Education Code. These programs may include the delivery of courses, certificates and/or degrees for which the offering institution receives no tuition or formula funding. Under Section 54.545 of the code, the governing board of an institution of higher education is required to charge a reasonable fee to persons registered in extension courses and provides that the fees shall be of sufficient amount to permit the institution to recover all costs associated with its delivery.

IV. PROCEDURES

- A. Submission of Proposal for Extension Program: Proposal submission must occur no later than six months prior to the desired program start date. The office of Educational Outreach should be contacted during preliminary proposal development to assist with planning.

1. Academic Proposal - To offer programs through Extension, colleges must submit an academic and budget proposal to the Associate Vice President for Planning and University Outreach.

An Extension Program must be an approved degree program or a subset of courses from an approved degree program. The proposal should address the need for such a program and how students will be recruited for it.

Program proposals must include:

- The degree or certificate which will be awarded (e.g., Bachelor of Science in Computer Engineering Technology, etc.);
- A description of the degree or certificate program, including course offerings, if no degree or certificate is to be awarded at the conclusion of the program, provide a description of the program and purpose for offering it;
- Sequencing of coursework;
- A statement as to whether the courses are part of the college's approved inventory;
- Number of semesters required for program completion;
- The semester in which courses offered for the program will begin;
- The method of delivery (e.g., face to face, off-campus, or via a combination of technologies);
- Faculty involved;
- Positions (staff and faculty) responsible for the management of the program; and
- Any other information that provides a clear picture of how the program will be structured.

Extension programs are required to complete a Substantive Change as required by the Southern Association of Colleges and Schools. The Substantive Change documentation should be prepared prior to the start of the program.

2. Budget Proposal - A proposed budget for the Extension program must include a needs assessment as well as cost estimates, estimated enrollment and estimated fee revenue for the life of the program or a minimum of three years.

Costs may include but are not limited to:

- faculty salaries (including benefits);
- administrative staff salaries (including benefits);
- any college or departmental administrative or overhead charges;
- marketing;
- instructional texts and materials;
- any supplemental course activities;
- travel expenses if applicable;
- administration of required testing (GRE, GMAT, etc.); and/or
- costs associated with the translation of international transcripts, if applicable.

In offering classes or a program through Extension the college agrees to waive all college and course fees generally associated with the courses offered. Classes will be given a special code which will provide a “No Bill” function for all tuition and fees.

The college will determine the total fee charged (subject to approval by the Provost). Since Extension Program courses are not formula funded, the full costs of the entire program must be recovered from this one inclusive fee.

Program budget must also reflect a financial split with the university. The split will be 80 percent of gross revenues (minus any bad debt) to the college and 20 percent to the Senior Vice President for Academic Affairs and Provost.

B. Institutional Review and Approval

1. Graduate Programs

- a. *Existing* graduate program: will be reviewed by the Dean of Graduate and Professional Studies.
- b. *New* graduate program: (Note: College must follow the standard process for creation of any new degree.) This proposal will be reviewed by the Graduate and Professional Studies Council which in turn will notify the Dean of Graduate and Professional Studies.

2. Undergraduate Programs

- a. *Existing* undergraduate program: will be reviewed by the Assistant Vice President for Undergraduate Studies.
- b. *New* undergraduate program: (Note: College must follow the standard process for creation of any new degree.) This proposal will be reviewed by the Undergraduate Council which in turn will notify the Assistant Vice President for Undergraduate Studies.

3. The Office of International Studies and Programs must also review programs operating internationally.

4. Final authorization to offer an Extension Program resides with the Provost.

C. Memorandum of Agreement: A Memorandum of Agreement must be signed by all parties prior to offering courses. Templates for these agreements are available from Educational Outreach. A prepared agreement must be approved through the Contracts Office prior to sending it out to the outside party. Two copies must be signed by the outside party and returned for UH signatures. No classes may be offered until the Memorandum of Agreement has been executed by both parties.

V. Admissions

A. Applicants to Extension programs will submit a completed Extension Application to the college, along with all the appropriate transcripts and test scores. Incomplete applications will not be accepted. Students applying to an Extension program must be THEA compliant or exempt before admission into the program. Extension students admitted to graduate Extension programs will be exempted from THEA because they will have already earned a baccalaureate degree.

- B. Colleges are responsible for reviewing all student admission applications prior to submission to the Office of Educational Outreach.

Student applications must be evaluated for prerequisite compliance and to assure that the appropriate transcripts and test results are included. International transcripts must be accompanied with translations from an authorized transcription service. A list of locally approved transcription services is available from Educational Outreach.

- C. For graduate programs, each application must include the appropriate test scores required for the program (GRE, GMAT or Miller Analogies Test). Approved applications must have completed decision forms attached.
- D. Students applying for Extension programs will be admitted as EA (Extension Admissions). Students with the EA admit code will have an enrollment stop designated as Extension Enrollment which will stop the students from enrolling themselves in any classes.
- E. International students may be required to meet UH TOEFL requirements. TOEFL may be waived by the Graduate and Professional Studies Committee.
- F. Educational Outreach will receive the college-approved applications, make a final review and coordinate with the Office of Admissions for input of the applications and supporting materials into the student database.
- G. Students may not begin taking classes until they have been admitted and enrolled into the appropriate sections.

VI. TESTING AND REMEDIAL TRAINING

- A. Educational Outreach will coordinate with Testing Services for any required tests that may need to be administered out-of-country. Costs for such training will be considered part of the program expense except as determined by the MOA.
- B. Educational Outreach will coordinate ESL training, if needed, to insure TOEFL compliance. Costs for such training will be considered part of the program expense except as determined by the MOA.

VII. SCHEDULING

- A. Classes may not be offered prior to the approval of the Extension Program by the Provost and the execution of the Memorandum of Agreement between the parties.

- B. Colleges are responsible for providing Extension course information to the Educational Outreach office prior to the beginning of the semester in which the courses will be delivered. The information must include course number (with content ID if special topics), required labs, day/time if applicable, program location (city, country, zip code), instructor name, and instructor national ID. It is suggested that a complete list of courses required for the entire program by semester be submitted at the beginning of the program. Instructor names and national IDs may be added at the beginning of the semester the course is to be offered.
- C. Educational Outreach will create all Extension sections based on courses provided by the Colleges. Classes will be designated as extension. These sections will be hidden to avoid enrollment by students outside the specific extension program.

VIII. ENROLLMENT

- A. Colleges will provide a roster of students and the course(s) in which they should be enrolled to the Office of Educational Outreach prior to the start of each semester.
- B. Educational Outreach will enroll the students in the appropriate sections using a group enrollment code. This unique code will be assigned to each program by the Bursar's Office prior to the beginning of the program.
- C. Students may not begin taking classes until they have been admitted and enrolled into the appropriate sections.

IX. GRADING

Grade reporting and course transcription will be managed in the same manner as regular academic courses.

X. FINANCIAL

- A. Faculty

Use of tenured or tenure-track faculty to teach in an Extension Program will only be approved if these instructors teach on an overload basis. Payment of faculty must be through UH payroll system, may not exceed Additional Compensation guidelines and must be charged against the college's Extension Program account.

B. Billing

1. If the College has been approved to manage the finances for the Extension Program, they are responsible for billing the students per the MOA.
2. If Educational Outreach is managing the finances for the Extension Program, the College must provide the billing amounts for each semester to the Office of Educational Outreach prior to the registration of the students. Amounts must be made available by student. If payment will be made by an employer, the employer's contact information must also be provided.

C. Payment Collection

1. If the College has been approved to manage the finances for the Extension Program, they are responsible for the collection of payment per the MOA. These fees will be deposited in unique cost centers associated with each Extension program.
2. If Educational Outreach is managing the finances for the Extension Program, they will collect Extension payments per the MOA. These fees will be deposited in unique cost centers associated with each Extension program.

D. Revenue Distribution

1. Colleges must establish a unique cost center for each extension program.
2. If the College has been approved to manage the finances for the Extension Program, they will transfer 20% of the gross revenue (less bad debt) to the Office of the Provost to a cost center provided by that office. A distribution of the funds will take place during the semester in which the funds are received.
3. If Educational Outreach is managing the finances for the Extension Program, the college will provide their cost center information to Educational Outreach. Educational Outreach will transfer 80% of the gross revenue (less bad debt) to the College. A distribution of the funds will take place during the semester in which the funds are received.

XI. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Vice President of Academic Affairs and Provost

Review: Every three years, on or before July 1

XII. APPROVAL

Donald J. Foss
Provost

John M. Rudley
Interim President

Date of Interim President's Approval _____ November 7, 2007