

**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 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;
 - 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, all off-campus resident credit courses require THECB approval. State rules and regulations governing off-campus instruction for public universities are codified in Chapter 5, Subchapter H of the “Rules and Regulations of the Texas Higher Education Coordinating Board.” 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 5.152 of the THECB rules.
- 3.3. The establishment of a new off-campus site or the significant expansion of offerings at an existing site must be reviewed and recommended by the Provosts Council prior to transmittal to the THECB.

In its review, the Provosts Council will consider among other things the:

- a. Sufficiency of the need and demand to be met;
- b. Quality of proposed courses/programs; and
- c. Impact on affected educational institutions.

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

- 3.4. The Provosts 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 Party: Senior Vice Chancellor for Academic Affairs

Review: Every three years before December 31.

5. APPROVAL

Approved: Jerald W. Strickland
Senior Vice Chancellor for Academic Affairs

Jay Gogue
Chancellor

Date: October 15, 2004

6. INDEXING TERMS

Off-Campus