

## ACADEMICS, NEBRASKA STATE COLLEGES

**POLICY: 4710**

**Off-Campus Course and Program Offerings**

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### **BOARD POLICY**

The Board strongly supports the efforts of the State Colleges to provide off-campus instructional courses and programs to meet the educational needs of the citizens of their geographic service regions. Such courses and programs must be within the authorized role and mission of the institution.

Every effort must be made to ensure coordination among the State College campuses to extend resources to the citizenry of Nebraska. The Chief Academic Officers will constitute an advisory council, to be chaired by a representative of the System Office. This council shall formulate and recommend policy of a general and inter-campus nature. This council should work in close cooperation with local schools, community colleges, independent colleges, the university, and all other groups interested in programs and activities to which the State Colleges can contribute their unique resources.

### **PROCEDURE**

If a State College is asked to extend its offerings beyond its geographic service region, it will do so only with the approval and cooperation of the postsecondary institutions authorized to serve the region and, as required by law, the approval of the Coordinating Commission for Postsecondary Education.

A State College may not withhold approval for a requested course/program to be offered by a non-regional institution unless it actually plans to offer an essentially equivalent course/program at a time and location reasonably accessible for the requesting clientele.

To assure that each College is providing comparable experiences, the following guidelines for off-campus courses are to be followed:

1. All courses offered at a location not on the campus of the sponsoring institution shall be equivalent to their campus counterparts in all the following aspects:
  - a. Admission requirements for students;
  - b. Qualifications for faculty;
  - c. Adequate calendar and contact time;
  - d. Adequate access to faculty outside scheduled class meetings;
  - e. Content and level of coursework;
  - f. Grading systems and standards; and
  - g. Adequate access to materials, facilities, and support.
2. Graduate courses are generally expected to involve independent research and writing by students. In addition, graduate level courses may include the development of a higher level of professional skills than that expected at the undergraduate level. The syllabus for each course offered for graduate credit must be approved through the established institutional channels responsible for graduate programs. In cases where a course is taught both for undergraduate and graduate credit, the requirements for graduate students must be extended to justify the award of graduate credit.

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3. As with all on-campus degree programs, all off-campus programs are subject to the approval of the Board.
4. At the end of each term, each State College shall submit to the System Office a report on off-campus offerings which lists the various sites to which services were delivered, the course ID number, course title, number of credit hours for each course, and the number of students enrolled.

Legal Reference: RRS 85-304 Board of Trustees; rules and regulations  
RRS 85-950 State Colleges; public service and continuing education activities; regional responsibility; exception  
RRS 85-955 - 85-958 State Colleges; programs authorized

Policy Adopted: 9/16/88  
Policy Revised: 3/26/90  
Policy Revised: 6/5/93