



UCCS CAMPUS POLICY

Policy Title: Extended Studies

Policy Number: 200-020

Policy Functional Area: Academic

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Approved by:

Pam Shockley – Zalabak, Chancellor

Responsible Vice Chancellor:

Executive Vice Chancellor of Academic Affairs (EVCAA)

Office of Primary Responsibility:

EVCAA

Policy Primary Contact:

EVCAA, 719-255-3700

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N/A

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N/A

Applies to:

Faculty and Administration

Reason for Policy: This document establishes the framework for operation of the extended studies programs at the University of Colorado Colorado Springs (UCCS).

I. INTRODUCTION

This document establishes the framework for operation of the extended studies programs at the University of Colorado Colorado Springs (UCCS). All units engaged in extended studies activities, as defined below, are governed by these policies and procedures.

II. POLICY STATEMENT

- A. Authority for the creation of the campus administrative policies is found in The Laws of the Regents, 2007, Article 3 Section B.5 (A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:

The mission of extended studies is to extend the resources of UCCS in non-traditional ways by providing high quality educational, training and professional development opportunities to the community, state, nation and beyond.

The purposes of extended studies programs are to:

1. Increase agility in responding to the education and training needs of current and potential students.
2. Extend the influence of UCCS into the community by providing nontraditional educational opportunities.
3. Create an additional framework for program innovation and development by academic units.
4. Generate cash funded revenue that can be used to enhance academic programs and increase academic quality.
5. Provide the potential for supplementing faculty salaries in payment for their participation in entrepreneurial activities.
6. Provide assurance that UCCS in compliance with all Colorado Department of Higher Education Statewide Extended Studies Campus policies
7. Provide quality academic programming to local, national, and international military personnel.

C. Procedures:

1. Roles and Responsibility
 - a. Senior Associate Vice Chancellor for Academic Affairs (SAVCAA)
 - i. Appoints and supervises the director of Campus Wide Extended Studies (CWES)
 - ii. Regularly reviews the status of extended studies programs with the director of CWES
Convenes the campus Extended Studies Council
 - iii. Coordinates extended studies related decisions with the chancellor, vice chancellors, and the academic deans
 - iv. Approves CWES budgets and the allocation of campus funds generated by extended studies activities
 - v. In collaboration with the SAVCAF, **reviews and recommends annual revenue obligations for enterprise management areas**

- b. Senior Associate Vice Chancellor for Administration and Finance (SAVCAF) (ad hoc to the Council)
 - Provides direction on policy, process and procedures involving campus facilities and other resources under Enterprise Management

- c. Academic Deans
 - i. Serve on the campus Extended Studies Council
 - ii. Appoint a designated extended studies college director/coordinator for the college and assigns responsibilities listed below to either the college director/coordinators or another person in the school or college, unless a college chooses to have all programs administered by CWES
 - iii. Establish extended studies processes internal to the college consistent with campus-wide policies, procedures, and CDHE Statewide Extended Studies Campus policies, unless a college chooses to have all programs administered by CWES
 - iv. Ensure that all internal and CDHE Extended Studies Campus academic and fiscal policies and procedures are followed for the college extended studies program, unless a college chooses to have all programs administered by CWES
 - v. Review the status of the extended studies program on a regular basis with the extended studies college director/coordinators or with the director of CWES, for those programs administered by CWES
 - vi. Provide input and information to the SAVCAA and the director of CWES on a regular basis
 - vii. Ensure that all courses offered through extended studies comply with the curriculum and other academic policies of the department, school or college, and the Graduate School

- d. Director of Campus Wide Extended Studies
 - i. Reports to the SAVCAA
 - ii. Supervises support staff for CWES as well as the operation of the office, including responsibility for the fiscal management of the office.
 - iii. Represents UCCS to the Colorado Department of Higher Education on extended studies issues
 - iv. Prepares and submits an annual report to the Provost and the campus community of UCCS extended studies activities and actions
 - a. Academic Affairs responsibilities:
 - i) Obtains and maintains information on campus extended studies academic programs
 - ii) Review of all for credit academic programs for compliance with campus and state policies
 - iii) Assisting in the development of academic programs with the colleges
 - iv) Student matriculation, registration and transcripts in collaboration with the Office of Admissions and Records
 - v) Financial Aid
 - vi) For credit program faculty recruitment with approval from appropriate colleges

- vii) Establishes reporting procedures for extended studies accounts in collaboration with college directors/coordinators and the SAVCAA to ensure accuracy and operation within budgets
 - viii) Provides an annual financial report to the campus on the financial contributions of UCCS extended studies activities
 - ix) Participate in main campus initiatives in collaboration and agreement with other units.
- b. Enterprise Management responsibilities: As directed by the SAVCAF:
- i. Coordinate CWES activities with Enterprise Management, especially with regard to:
 - Non-credit offerings and extended studies courses offered on-campus
 - For-credit offerings that have an impact on policies, procedures and other processes involving campus facilities and other resources under Enterprise Management.
 - ii. Ensuring coordination of extended studies marketing with other campus marketing activities that are facilitated by Enterprise Management
 - iii. Program implementation of activities related to Enterprise Management
- c. Relationships
- i. Establishes an Extended Studies Advisory Coordinating Committee composed of college extended studies directors/coordinators
 - ii. Facilitates marketing of UCCS extended studies programs and courses with the extended studies college directors/coordinators
 - iii. Represents CWES on campus committees, system committees, with administrative officers, or other appropriate University groups or individuals
 - iv. Represents CWES in the community as directed by the SAVCAA
 - v. Represents CWES at appropriate state and national meetings
- d. Operations
- i. Recommends annual adjustments to this policy after conducting a comprehensive review of issue(s) and outcomes(s)
 - ii. Responds to questions about the approved CWES tax structure and the execution of budget transfers and works to resolve issues
 - iii. Prepares and implements an administrative schedule and calendar for extended studies, including dates of all administrative reports from colleges and from the campus to CDHE, reporting formats, and information to be provided in report
 - iv. Ensures that UCCS extended studies programs and courses are operated in compliance with all applicable CDHE and CU policies and procedures. Notifies deans of compliance issues with individual colleges, so that the dean can follow up

- v. Coordinates and insures all necessary collaboration between CWES and the offices of the Bursar and of Admissions and Records
 - o Coordinates with the Office of Financial Aid and Student Employment, Information Technology Services, and the Kraemer Family Library to assure appropriate levels of service to extended studies students
 - vi. Meet established financial targets which will be determined jointly by the SAVCAA and the SAVCAF with approval of the campus Leadership Team
- e. Extended Studies College Directors/Coordinators
 - i. Report to the appropriate academic dean
 - ii. Follow established CWES policies and procedures for course establishment, registration, grade submittal, and tuition/fee submittal
 - iii. Participate on the Extended Studies Advisory Coordinating Committee and other campus and college governance bodies as appropriate
 - iv. Coordinate, plan, schedule, and organize credit courses, workshops and other college-approved academic activities conducted as extended studies
 - v. Monitor college extended studies accounts to ensure accuracy and operation within budgets
 - vi. Maintain external relationships with college constituencies and clients
 - vii. Follow established campus and college policies and procedures for course approval, instructor approval, and other academic processes
 - viii. Follow established policies and procedures for the CDHE Colorado Statewide Extended Studies Program, Off-campus State-funded Programs, Out-of-State and Out-of-Country Instruction, and other applicable reporting in coordination with designated CWES
 - ix. Submit information, documentation, and other reports to the Director of CWES or designee as requested
 - x. Ensure cohesion of marketing efforts by adhering to UCCS extended studies marketing policy and the University Graphic Standards. Coordinate marketing activities with CWES as possible and appropriate
 - xi. Assist and advise in achieving cohesion of website appearance and content by adhering to university website policy
 - xii. Coordinate the preparation of contracts regarding college extended studies programs and course offerings
- f. Office of Admissions and Records
 - i. Reports to Vice Chancellor for Student Success (VCSSEM)
 - ii. Collaborates closely with CWES to ensure the smooth delivery of all necessary services to extended studies students and programs
 - iii. Works with CWES to develop, implement and monitor common campus policies and procedures to ensure appropriate compliance of extended studies admissions and registration processes with federal, state, and university policies
- g. Office of Financial Aid and Student Employment
 - i. Reports to the Vice Chancellor for Student Success (VCSSEM)

- ii. Collaborates the development of an agreement with the Director of CWES for the duties and responsibilities of the Office of Financial Aid and Student Employment to extended studies programs
 - iii. Processes financial aid applications for students in extended studies courses
 - iv. Provides financial aid information for extended studies students
 - v. Attends when financial aid topics are addressed and participates with the Extended Studies Advisory Coordinating Committee as requested
- h. Office of the Bursar
- i. Reports to the Director of Resource Management within the Division of the Vice Chancellor for Administration and Finance
 - ii. Collaborates closely with CWES to ensure the smooth delivery of all necessary services to extended studies students and programs
 - iii. Works with CWES to develop, implement and monitor common campus policies and procedures to ensure appropriate compliance of extended studies student financial processes with federal, state, and university policies
2. Extended Studies Quality Assurance Practices
- a. Organizational Effectiveness

UCCS employs a combination of centralized and decentralized administrative structures for extended studies, with core services and some programs administered by CWES and some programs administered within academic units. CWES will represent the interests of the colleges to the campus, the CU system, the CDHE, and other external constituents as appropriate. CWES will also facilitate cooperation among colleges and will provide assistance to individual colleges as needed to the extent possible. Extended studies programs must work through CWES to obtain all required program approvals, including the approval of any contracts along with legal review.
 - a. Academic Quality

Credit is awarded only by academic colleges. Each college should insure that its extended studies program applies appropriate academic standards to all its offerings, including:

 - i. Appointment of faculty consistent with the college's other offerings,
 - ii. Faculty control of curriculum, grading and other academic processes,
 - iii. Use of student evaluations and other means to assess teaching effectiveness.
 - iv. Extended studies programs are responsible for providing accessible academic advising to potential and enrolled students. They are encouraged to coordinate with CWES when appropriate.
 - b. Fiscal Practices
 - i. The dean of each college is responsible for the effective management of all extended studies funds coming into the college. Extended studies programs must work with the controller's office to ensure compliance with state fiscal rules and recognized accounting practices. The campus will keep extended studies programs informed regarding any transfers and policy changes that affect them. Extended studies programs must generate and maintain a program reserve fund of 10% to be maintained by CWES.

- ii. The campus will set targets for a return from CWES to the campus annually. Once all direct costs, campus distributions, and required reserve amounts are accounted for, CWES balances are available for allocation to additional reserves, investments in program expansion or support, additional distributions to the campus or returns to the colleges. The extended studies council will make a recommendation to leadership team in such instances.
- c. Compliance
- i. The overall responsibility for compliance by the campus, and for particular programs administered by CWES, resides with the director of campus-wide extended studies. The responsibility for compliance with all rules and regulations of college-administered extended studies activities resides with the dean of each college. To the extent possible, CWES will manage campus compliance with all applicable rules and regulations and, when necessary and as much as possible, will support the colleges in complying with all such requirements.
 - a) All extended studies programs, whether housed in CWES or in a college, shall be in compliance with CDHE and University of Colorado System policies and procedures
 - b) Each college director/coordinator is responsible for submitting compliance information to the Director of CWES in a timely and appropriate manner
 - c) The Director of CWES is accountable to the SAVCAA in the submission of such information to appropriate boards and agencies, and will have authority to determine matters of compliance and to require cooperation of programs administered by the colleges.
 - d) A college may appeal any decisions to a review committee made up of two deans and an alternate dean (who are selected by the Extended Studies Council), the Director of Enrollment Management/Registrar, and the SAVCAA. The alternate dean will participate in lieu of a dean who is appealing a decision. Appeals of this committee's decision can be made to the Provost who makes the final decision.
3. Extended Studies Revenue Allocation
- a. The revenue from each extended studies program shall be allocated as follows:
 - i. Integrated distance education courses: Courses that are offered through extended studies to serve non-resident students as part of an online program that is also offered to Colorado residents through regular instruction. This category can also include specific extended studies-only online certificate programs that share coursework with online degree programs that are offered in part through regular instruction. Program administration of these programs, which is shared between the regular and extended studies portions, will be performed by college staff. Revenues will come into the college, with the exception of 1% to the library, 2% to financial aid, and 15% to CWES. The college will pay all program administration, academic administration and direct costs, and GAR on those expenditures. Residual revenues will be retained by the college.
 - ii. College-administered programs: For-credit programs in which program administration is performed by college staff by agreement between the college and CWES. Factors

that should be taken into account in determining if a program should be administered in the college include the dean's preference, existing staff capacities, the potential for synergy with other programs and the mode of delivery. Revenues will come into the college, with the exception of 1% to the library, 2% to financial aid, and 20% to CWES. The college will pay all program administration, academic administration and direct costs, and GAR on those expenditures. Residual revenues will be retained by the college.

- iii. CWES-administered programs: For-credit programs in which program administration is performed by CWES staff by agreement between the college and CWES. Factors that should be taken into account in determining if a program should be administered by CWES include the dean's preference, existing staff capacities, the potential for synergy with other programs and the mode of delivery. Revenues will come into the college, with the exception of 1% to the library, 2% to financial aid, and 30% to CWES. The college will pay all academic administration costs, direct costs (even though administered by CWES), and GAR on those expenditures. Residual revenues will be retained by the college.
 - iv. Non-credit programs: Except specific cases negotiated between a college and CWES, all non-credit coursework will be administered by CWES. All revenues and costs will accrue to CWES. Colleges will be compensated for any contributions by mutual agreement.
4. Classification of instruction as main campus instruction (State-funded (COF or fee for-service, general fund)) versus extended studies (Cash-funded, auxiliary fund) }
- a. Forms of instruction always offered through extended studies
 - i. Out-of-state, out-of-country, **not** including:
 - a) Study-abroad programs that are administered on-campus and offered primarily for, and enroll, regularly-enrolled degree-seeking students; or
 - b) Class excursions of a temporary nature that are provided to supplement the institution's regular curriculum and are offered solely for the benefit of regularly-enrolled degree-seeking students.
 - ii. Non-credit
 - iii. Remedial
 - b. Forms of instruction ordinarily offered through extended studies (off-campus, in-state instruction may be eligible for state funding with CDHE approval)
 - i. Off-campus, **not** including:
 - a) Internships, cooperative education experiences, clinical training experiences, and student teaching;
 - b) Class excursions of a temporary nature that are provided to supplement the institution's regular curriculum and are offered solely for the benefit of regularly-enrolled degree-seeking students of the sponsoring institution; and

- c) Credit courses that are part of the regular curriculum that cannot be taught without specific equipment or instructional material available only at an off-campus site or field experience.
 - ii. Distance offerings to non-resident students
 - iii. Correspondence courses
 - c. Forms of instruction offered through extended studies with the approval of the campus (Provost) and agreement with the dean
 - i. Any on-campus, credit-bearing, non-remedial instruction, including:
 - a) Space available (those courses in which both main campus and extended studies students are served in the same class, with instructional costs being paid with general funds)
 - b) Courses that serve both main campus and extended studies students, even when all or part of the funding is intended to come from auxiliary sources
 - c) Courses that are part of a program otherwise offered through extended studies because of being offered off-campus or by distance delivery
 - d) High-demand courses that can command a higher tuition than under main campus
 - e) Courses offered on the weekend or over campus breaks
 - o Courses not part of any degree program, and which would not be offered based on the availability of general fund dollars, but which serve legitimate student demand
 - ii. Distance offerings to Colorado residents
 - iii. Internships, cooperative education experiences, clinical training experiences, and student teaching that are part of an otherwise main campus program
 - iv. Study-abroad programs that are administered on-campus and offered primarily for, and enroll, regularly-enrolled degree-seeking students of the institution
 - d. Moving instruction from extended studies to main campus
 - i. Decisions to change how a set of courses will be offered that have the effect of moving instruction from extended studies to main campus will be made with full participation by the Provost, the Associate VCAA and the dean(s) of the college(s) offering the affected instruction
 - ii. Decisions will consider all fiscal impacts on the college of any loss of funds.
5. Tuition and Fees
- Recommended minimum tuition levels for credit-bearing courses:

Undergraduate courses: Applicable resident tuition + campus fees (currently estimated at \$258 for a single three credit hour course, \$60 for each subsequent three credit hour course) + COF (currently estimated at \$62 per credit hour)

Graduate courses: Applicable resident tuition + campus fees (currently estimated at \$258 for a single three credit hour course) + the fee-for-service amount (currently estimated at \$145 per credit hour)

Tuition levels lower than the applicable resident tuition, plus campus fees (see above), require the approval of the provost and should normally only be set for the following reasons:

- a. University purposes (recruiting, community service, etc.) are served, and the college is able to cover its full costs (including instruction, academic and (if applicable) program administration, reserves, campus overheads and GAR) at the lower rate
- b. Circumstances cause instructional and other costs of the program to be lower than for other programs (e.g., contract courses where the instructional costs are actually paid by a third party)
- c. The students in a program have absolutely no impact on activities supported by campus fees (e.g., distance students who never come to campus), and the college is able to cover its full costs (including instruction, internal administration, reserves, campus overheads and GAR) at the lower rate
- d. A third party payer (e.g., tuition assistance from the military) is only willing to pay at a reduced rate, and the college is able to cover its full costs (including instruction, internal administration, reserves, campus overheads and GAR) at the lower rate
- e. A particular set of students are unable to pay the full tuition, but the college is able to cover its full costs (including instruction, internal administration, reserves, campus overheads and GAR) at the lower rate
- f. Students are taking courses not normally offered for degree-seeking students and would be unwilling to register under normal main campus tuition and requirements.

There is more flexibility in setting non-credit tuition.

Only in the rarest of cases, including non-credit offerings, when university purposes (recruiting, community service, etc.) are served by subsidizing the instruction, and when the college has sufficient resources to sustain it, should a program ever be offered at a tuition rate that is not sufficient to cover its full costs (including instruction and any other direct costs, academic and (if applicable) program administration, reserves, campus overheads and GAR). In ordinary circumstances, all such costs, including any return to the offering unit, should be covered through tuition as described in the section on revenue allocation.

Colleges may sometimes use fees to cover specific costs, without passing through the regular revenue allocation described above. This will most often be used when the college must pay a specific per-student amount to a third party outside the college. Fees must not be used to collect revenue to be used for ordinary college expenses, avoiding paying the portions identified in the revenue allocation to other units. For example, a fee should not be used to cover costs such as processing applications. Those costs should be covered by tuition. Except by explicit approval of the provost

and Director of Resource Management, the only exception other than pass-through fees will be main campus fees being applied to extended studies courses. The uses to which these funds may be put should be limited to those identified as appropriate for the main campus fee.

6. Reserve Accounts

- a. The University shall maintain a reserve account from extended studies tuition that equals 10% of the prior year's adjusted gross revenue
- b. Funds will be transferred into or out of the central account by October 1 of each year
- c. The University extended studies' reserve account shall identify the contribution of each academic unit
- d. Funds in the reserve account may be spent upon recommendation of the extended studies council, up to the amount held for that program or college. Under usual circumstances, college (and CWES) will be expected to reallocate available funds from other programs to cover any deficits in a particular program. Factors contributing to a positive recommendation to draw upon reserves would be the existence of legitimate unfunded obligations, the negative impact of covering those obligations from other sources, the likelihood of recovering the required reserve, and the quality of any plan to return the program in question to financial viability.

7. Extended Studies Marketing

Taking into consideration industry best practices, the goal of Extended Studies marketing is to ensure prospective students and relevant constituencies are provided with information that is complete, accurate, informative, timely and appealing.

- a. All marketing materials must comply with UCCS Graphic Standards.
- b. All marketing materials must list the CWES web address (www.uccs.edu/extendedstudies) and the CWES general email address (CWES@uccs.edu).
- c. Marketing plans should be developed in conjunction with CWES to coordinate with other campus efforts.
- d. Marketing plans and the marketing of programs with impacts to enterprise management initiatives must be approved by the Senior Associate Vice
- e. Chancellor for Administration and Finance and coordinated with the Executive Director for Auxiliary Services Marketing. Examples of enterprise management initiatives are those programs which impact one or more campus business units including but not limited to conference services, campus housing, parking services, transportation services, food services, and facilities rentals.

8. Extended Studies Website

The goal of the extended studies websites is to promote a visual identity for UCCS and to provide current and prospective students with information that is current, complete, informative, and easy to navigate.

- a. All websites must adhere to the University Website Policy

- b. All websites must provide a link to the CWES homepage. CWES will maintain links to all colleges on its site
- c. All websites must provide contact information for the college and the office of CWES
- d. All course schedules are to be kept current
- e. Registration information must be provided
- f. All websites must use the background template provided by UCCS which has the official UCCS masthead

III. KEY WORDS

- A. Regular (or main campus) instruction (formerly C1)
- B. Extended studies (or extended campus) instruction (formerly C2, if for credit, C3 if not)
- C. Distance education
- D. Campus Wide Extended Studies (CWES)
- E. Enterprise Management
- F. Academic administration
- G. Program administration
- H. Campus administration
- I. Direct costs
- J. Campus contributions
- K. Extended Studies Council (ESC)
- L. Extended Studies Advisory Coordinating Committee

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval January 8, 2013