

## **Off-Campus Credit Courses**

**Original Implementation:** September 8, 1978

**Last Revision:** April 24, 2018

Off-campus courses must comply with the policies and procedures of the Texas Higher Education Coordinating Board (THECB) and accreditation requirements. The responsibility for submitting a proposal for teaching an off-campus credit course rests with the dean of the college offering the course, with approval of the provost and vice president for academic affairs.

All off-campus credit courses will be coordinated with the Center for Teaching & Learning (CTL), which is responsible for THECB notification and reporting procedures of these courses. Deans and academic unit heads are responsible for scheduling, reserving space, managing course-related budgets and all instructional aspects of the courses.

Additional compensation may be appropriate if off-campus instruction makes demands on faculty beyond those required for on-campus instruction. The dean and the provost and vice president for academic affairs must approve additional compensation.

**Cross Reference:** Tex. Educ. Code § 61.052; Salary Supplements, Stipends and Additional Compensation (12.16)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs