



Off-Campus Credit Courses

Purpose

The purpose of this policy is to define procedures for offering off-campus credit-bearing courses at Stephen F. Austin State University.

Persons Affected

This policy applies to university faculty.

Definitions

Off-campus – an off-campus course will be considered any credit-bearing course that is offered at a facility not owned by the University.

Policy

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-bearing course rests with the dean of the college offering the course, with approval of the Provost and Executive Vice President for Academic Affairs.

All off-campus credit programs will be coordinated with the Office of the Provost, which is responsible for THECB and Higher Education Regional Council notification and reporting procedures. 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 Executive Vice President for Academic Affairs must approve additional compensation.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 61.052

19 TEx. Admin. Code §5.76

SFA HOP 03-401 Additional Compensation

Responsible Executive

Provost and Executive Vice President for Academic Affairs



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

Handbook of
Operating Procedures

Policy Number: 02-216
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Forms

None

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Educational Policy