

## **Off-Campus Credit Courses**

**Original Implementation:** September 8, 1978

**Last Revision:** February 2, 2021

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 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 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 Executive Vice President for Academic Affairs

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

**Forms:** None

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

**Revision History:** April 24, 2018  
January 27, 2015  
July 19, 2011