

## Out-of-State Course Delivery

**Original Implementation:** September 1, 1981

**Last Revision:** April 18, 2020

Out-of-state courses occur when the majority of instruction takes place beyond the state's borders. This does not include courses in which incidental travel outside Texas occurs for enrichment activities, nor does this include online courses taught by instructors residing outside Texas. Prior approval is required for any out-of-state course offering, with different forms and routing processes for domestic and international travel.

The Texas Higher Education Coordinating Board (THECB) establishes the following rules for any out-of-state course.

- The purpose for offering an out-of-state course must be educational, not entrepreneurial, and may not result solely in a financial gain for faculty and/or staff. Courses that offer credit primarily for travel, recreation, or pleasure will not be permitted.
- Out-of-state courses will not be offered if intended exclusively to serve non-Texas residents unless they are degree candidates at Stephen F. Austin State University (SFA).
- All out-of-state courses must be in the approved course inventory and be applicable to a program approved by the THECB.
- Any academic unit proposing an out-of-state course will submit a course request, including itinerary and syllabus, to the THECB through the standard course proposal procedure.
- The instruction in all out-of-state courses must conform to SFA's academic policies.
- Any financial benefits provided by travel agents, carriers, or hotels must be remitted to SFA and not be made as gifts to faculty members or their families. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty and student travel, meals, and lodging, or other incidental expenses.
- Financial aid must be available to students registering for out-of-state courses on the same basis as for students seeking financial aid for on-campus instruction. Additional student financial aid may be furnished by the university, as appropriate.
- Minimum course enrollments will conform to the same standards as applicable to on-campus courses.

The deadlines for tentative approvals by appropriate administrators are as follows:

- Prior to February 1 for delivery in the following fall semester;
- Prior to June 1 for delivery in the following spring semester;
- Prior to November 1 for delivery in the following summer semester; and
- Prior to May 1 for delivery of any international course for the upcoming academic year.

Any agreement with a travel agency, carrier, or vendor will be reviewed by the general counsel prior to implementation.

Students must be informed in writing when any contract for transportation, lodging, or food has been made with a travel agency or carrier. This information must also clearly state that SFA is responsible only for instruction and academic credit.

Student deposits for contract travel will be made with the appropriate university office, which will issue a payment to the agency or carrier once the deadline for reservations has passed. If a sufficient number of students do not enroll in the course, refunds will be made to the students who have paid deposits. For courses not using contract travel, deposits will be made immediately on receipt to the appropriate university account.

State bid procedures must be followed. Trip directors may be required to submit requests for bids or justifications for contracts with specific vendors or agents.

Faculty members leading study abroad groups typically have all of their trip-related expenses paid through the study abroad program – mileage to airport, parking (or cost of rental car), airfare, local transportation, entrance fees, meals, lodging, insurance, telephone charges related to the trip. However, no separate travel allowance for the instructor will be provided unless a specific exception is made by the provost and vice president for academic affairs.

**Cross Reference:** Tex. Educ. Code § 61.0512(g); 19 Tex. Admin. Code §§ 4.270-.279

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

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

**Forms:** Out-of-State Travel/Study Course Request Form (available in the Associate Provost's office); Study Abroad Planning Proposal and Study Abroad Final Proposal (found on the Office of International Programs website at <http://www.sfasu.edu/oip/183.asp>)

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

**Revision History:**     January 31, 2017  
                              January 28, 2014  
                              April 20, 2010