APPENDIX F
ACADEMIC EXTENSION POLICIES AND PROCEDURES
(5-18-89; 12-14-89; 2-14-91; 5-16-91; 6-27-91; 11-14-91; 2-20-92; 4-18-96; 9-18-97; 6-24-99)

1. PHILOSOPHY
Changing demographics and changing workplace demands are among the environmental shifts that are challenging traditional requirements for productive employment and enlightened citizenship. Academic extension at Regents universities accepts the on-going responsibility (1) to identify the configurations of knowledge and skills needed by adults to compete and thrive and 2) to provide continuing education and lifelong learning programs that assist individuals and groups in acquiring the postsecondary education they need.

Underlying these efforts is a philosophy which emphasizes students’ needs. This philosophy recognizes that academic extension students are a diverse population with differences in educational requirements, motivation, constraints, goals, access and opportunities. To accommodate these differences, academic extension programs are designed to reach established as well as underserved constituencies.

Using available learning resources, including electronic delivery, academic extension programs at Regents universities collectively work toward increasing opportunities for the entry and reentry of individuals and groups into higher education by assisting them to overcome or minimize participatory barriers such as location, employment, finance, and family-social-civic responsibilities. These efforts, which may involve a variety of course and delivery formats, are sustained by a commitment to developing and maintaining convenient, quality and affordable services and instruction.

2. GENERAL CONCEPTS
a. College or university academic extension is the administrative vehicle for extending the institution’s instructional and research resources through service to the people of the State. Extension courses and programs may be offered for academic credit or they may be noncredit, and they can be delivered via distance education or through off-campus face-to-face instruction. Programs covered by the term academic extension are separate and distinct from those offered by the Cooperative Extension Service at Kansas State University.

b. Academic extension is an integral part of higher education and when it is offered for credit should be publicly and institutionally supported commensurate with the needs of society and at a level that provides for high quality programs in Kansas.

c. Credit awarded by a Regents institution or Washburn University for extension courses shall be accepted for transfer by other Regents institutions. Application of transfer credit toward fulfilling degree requirements shall remain the prerogative of the faculty of the receiving institution. (6-24-99)

d. The Board of Regents supports the exploration and use of electronic and other media to deliver quality distance education courses and programs. The Board also endorses coordinated and cooperative efforts in the planning and delivery of off-campus face-to-face academic extension courses and programs.

e. Except in early stages of development, mediated programs and/or courses should pay through program revenues for the additional costs associated with mediation. Campuses should assess fees to cover such additional costs.

f. Decisions to offer academic extension courses shall be guided by the following:
   (1) Mission of institution.
   (2) Need for specialization of programs and diversity of formats, time frames or cost structures.
   (3) Availability of adequate instructional and fiscal resources.
   (4) Cooperation between institutions.

3. DEFINITIONS
a. "Campus" is defined as the buildings and grounds located within the specific boundaries of the respective Regents institutions or Washburn University; provided, however, that the Wichita State University campus, for purposes of academic program offerings and contractual arrangements with community colleges and technical colleges, is defined as the City of Wichita and industrial sites contiguous to the City. (4-18-96, 6-24-99)

b. "Credit" refers to a unit of measure of educational experience within a planned curriculum leading to a degree.
c. "Base credit academic extension" refers to courses that receive state funding, that are offered for credit, and where the majority of instruction occurs at sites physically located off the institution's campus.

d. "Nonbase credit academic extension" refers to courses that do not receive state funding and that are offered for credit at sites physically located off the institution's campus.

e. "Noncredit academic extension" refers to educational activities, such as workshops, seminars, conferences and short courses offered for Continuing Education Units or without academic credit for which a fee is charged. These activities receive no direct financial support from the state.

f. Distance education courses are those in which faculty and students are physically separated in place or time and in which two-thirds or more of the instruction is provided via some form of mediated delivery system (i.e., 10 or more hours of instruction per credit hour are delivered via audio or videotape, live interactive video, CD-ROM, the Internet or World Wide Web, etc.).

g. A distance education program is a curriculum comprised entirely of distance education courses.

h. "Regular faculty" is a member of the faculty who holds an appointment (full or part-time) with the rank of instructor or higher.

i. An academic extension specialty program is a sequence of off-campus face-to-face courses that may be base or nonbase, credit or noncredit, and that has been approved for delivery at a specific location or locations outside of the institution's approved geographic service area.

4. GEOGRAPHIC SERVICE AREAS

a. In-Areas, Responsibilities and Requirements

(1) The state shall be divided into three geographic areas to ensure that needs for off-campus face-to-face courses and programs are met without unnecessary duplication. These areas shall be served dually by the University of Kansas and Pittsburg State University, Wichita State University and Emporia State University, and Kansas State University and Fort Hays State University. Geographic service areas shall be established by the Board. (See "Map of Geographic Jurisdiction Areas" at the end of this section.) In addition, KU, KSU, ESU, and Washburn University will share responsibility for serving Shawnee County. Instances of apparent duplication in Shawnee County among Regents institutions and Washburn University shall be evaluated and resolved by the Board's Director of Academic Affairs on an individual basis as the occasion and need arise. (6-24-99)

(2) Assignment of particular geographic service areas to specific Regents institutions and Washburn University applies only to off-campus academic extension courses and programs that are delivered on a face-to-face basis. Geographic service areas do not apply to distance education courses or programs. (6-24-00)

(3) The institutions that share a geographic service area have primary responsibility for meeting the needs of the area and take precedence over other Regents institutions and Washburn University in offering off-campus face-to-face academic extension courses and programs within the area. (6-24-99)

(4) The institutions that share a geographic service area have the responsibility to request other Regents institutions or Washburn University to serve identified or expressed needs when the primary institutions are unable to do so. (6-24-99)

(5) Institutions shall submit reports on academic extension courses and programs to the Board on an annual and periodic basis as required.

(6) Subsequent to institutional identification of specific courses comprising the curriculum, and approval by the Council of Chief Academic Officers and the Director of Academic Affairs, an off-campus face-to-face program will be designated as an academic extension specialty program and may be offered at approved locations or statewide for a period not to exceed ten years. Requests for approval of academic extension specialty programs should follow the format described at the end of this appendix. Renewal of an academic extension specialty program designation requires the approval of the Council of Chief Academic Officers and the Director of Academic Affairs. (6-24-99)

(7) Off-campus face-to-face academic extension courses which are not part of an approved academic extension specialty program and offered outside an institution's geographic service area must be reviewed and approved by the other Regents institutions in the service area and by the Director of Academic Affairs prior to any public announcement of the course or program.
The Board encourages institutions to respond to local educational needs within their approved geographic service areas, including certificate, workforce training, and noncredit courses and programs.

**MAP OF GEOGRAPHIC JURISDICTION AREAS**

**Regents Institutions**

b. Out-of-State Offerings

(1) Courses to be offered by a Regents institution or by Washburn University outside the State of Kansas must be approved by the Director of Academic Affairs; out-of-state degree programs must be approved by the Board prior to public announcement of the course or program. Courses and programs qualifying as distance education courses as defined in 3.f in Appendix F are exempt from this policy. (6-24-99)

Exceptions:

(a) Field study courses are exempt from approval even when the "field" component includes offering of instruction at a location outside an institution's geographic service area.

(b) Noncredit academic extension courses and programs offered by a Regents institution outside the State of Kansas are exempt from approval but must be reported annually.

(2) Regents universities or Washburn University offering courses and programs in other states shall comply with those states’ statutes, rules and regulations. If compliance is not feasible, the course or program will not be available in that state and any students enrolled shall be withdrawn. (6-24-99)

(3) Direct costs, including cost of instruction, must be supported by restricted fees with the following exception: credit academic extension courses offered to an institution's regularly enrolled students at an out-of-state location or locations, including abroad, which take advantage of unique educational resources critical to the instruction, may be included in the instructional base.

(4) Except for royalties payable under an institution’s intellectual property policy, out-of-state instruction designed to produce a profit for any individual who is an employee of the State of Kansas is prohibited.

5. **ADMINISTRATION**

a. The Director of Academic Affairs of the Board shall: (1) Approve or disapprove requests for face-to-face academic extension courses to be delivered outside assigned geographical service areas in accordance with Board policy.

(2) Coordinate systematic assessment of state need for academic extension services.

(3) Be responsible for maintaining appropriate academic extension records.

(4) Be responsible for producing state-level reports as assigned.

(5) Be responsible for monitoring the execution of Board policy systemwide.

6. **FACULTY**

The selection of qualified faculty for academic extension shall follow established campus appointment and operating procedures.

7. **MAINTENANCE OF QUALITY**

a. It is the responsibility of the chief academic officer of each Regents institution and Washburn University to ensure that institutional procedures, including new program approvals and existing program reviews, result in high standards of quality in academic extension courses and programs. (6-24-99)

b. Instructional and student support services for academic extension courses and programs, including library and laboratory resources, shall be appropriate to the needs of the course.

8. **GUIDELINES FOR SUBMITTING REQUESTS FOR APPROVAL OF A PROGRAM AS AN ACADEMIC EXTENSION SPECIALTY**

a. Background

An “academic extension specialty” is a program unique to a Regents institution or Washburn University that may be offered at approved locations or statewide for a period not to exceed ten years.

These guidelines were revised to conform with changes made to Appendix F of the Board Policy Manual on September 18, 1997. In matters related to these guidelines, the Board staff shall act as agents for the Board.

b. Guidelines

(1) A written request for approval of an academic specialty must be made to the Council of Chief Academic Officers (COCAO) through the Board staff
The request must present information in the following format:
(a) Name and CIP code of the proposed program.
(b) Degrees that may be awarded through the program.
(c) Statement of need for the program substantiated with data.
(d) Purpose of the program
(e) Students likely to enroll in the program and estimated enrollment.
(f) Unique and distinguishing features of the proposed program, such as its faculty, facilities, resources, and history sufficient to support designation as an academic extension specialty.
(g) Curriculum, including the department, number, name, and a brief description of content for each course within the program.
(h) Other information which the institution may wish to provide in support of its request.
(i) Name, title, address, and telephone number of the designated representative of the program.
(j) Signature of the Chief Academic Officer of the institution authorizing the request.
(k) Date of the request.
(l) Specific locations where the program will be offered.
(m) Requested approval period.
(3) By a majority vote, COCAO will recommend approval or denial of the proposed specialty program, including the curriculum, to the Board’s Director of Academic Affairs.
(4) Any changes in the approved curriculum must be approved by COCAO and the Director of Academic Affairs.
(5) Board staff will maintain information about the curriculum and courses of approved academic extension specialties for use in reviewing requests to offer courses outside the institution’s geographic jurisdiction area.
(6) In the tenth year after its approval by COCAO, or at the end of the approved period, the university may indicate its desire to continue an academic extension specialty by providing updated information outlined in item 2 above to COCAO with a copy to Board staff.
(7) If an institution does not provide this information by January 1 of the year the program approval ends, this designation will be terminated on May 30 of that year.
(8) Board staff will schedule a review of the academic extension specialty by COCAO upon receipt of updated information from the institution.
(9) The same process used to designate the academic extension specialty initially will be repeated in order to determine if the academic extension specialty designation will be continued. (6-24-99)