

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs
AREA: Extension Programs

Number: 12.03.01

SUBJECT: Extension Programs

I. PURPOSE

In order to ensure that all Extension Programs offered through the University of Houston are in compliance with state and university requirements, colleges are required to adhere to the policies and procedures as set forth in this document.

II. DEFINITIONS

- A. Extension Programs: Approved credit courses, certificates, or degree programs offered outside the State of Texas and do not qualify for state funding.
- B. Memorandum of Agreement (MOA): A contract between the university and another party that spells out the terms for the delivery of the Extension Program.

III. POLICY STATEMENT

- A. The offering of Extension Programs by an institution of higher education is authorized by the Texas Higher Education Code. These programs may include the delivery of courses, certificates and/or degrees for which the offering institution receives no tuition or formula funding. Under [Section 54.545](#) of the Texas Education Code, the governing board of an institution of higher education is required to charge a reasonable fee to persons registered in extension courses and provides that the fees shall be of sufficient amount to permit the institution to recover all costs associated with its delivery.

IV. PROCEDURES

- A. Extension Program Development: The Office of University Outreach should be contacted during preliminary proposal development to assist with planning. The following should be developed during the preliminary proposal phase:
1. An Extension Program must be an approved degree program, an approved certificate, or a subset of courses from either. The proposal should address program need and student recruitment.

Preliminary program proposals must include:

- The approved degree, certificate or subset of courses to be offered (e.g., Bachelor of Science in Computer Engineering Technology, etc.);
- A description of the proposed Extension program, including course offerings;
- Sequencing of coursework;

- A statement as to whether the courses are part of the college's approved inventory;
- Number of semesters required for program completion;
- The semester that courses offered for the program will begin;
- The method of delivery (e.g., face to face, online, hybrid, or via a combination of technologies);
- Faculty involved;
- Positions (staff and faculty) responsible for the management of the program;
- Provisioning of required student support services (i.e. library resources, instructional materials, online resources, etc.) and;
- Any other information that provides a clear picture of how the program will be structured.

Extension programs are required to complete a Substantive Change as required by the Southern Association of Colleges and Schools. The Substantive Change documentation should be at least six months prior to the start of the program.

2. Budget Proposal - A proposed budget for the Extension program must include a needs assessment as well as cost estimates, estimated enrollment, and estimated fee revenue for the life of the program or a minimum of three years.

Costs may include but are not limited to:

- Faculty salaries (including benefits);
- Administrative staff salaries (including benefits);
- Fees for local services if the program is delivered out-of-area (i.e. space rental, computing resources, local support staff, etc.);
- Any college or departmental administrative or overhead charges;
- Marketing;
- Instructional texts and materials;
- Any supplemental course activities;
- Travel expenses if applicable;
- Administration of required testing (GRE, GMAT, etc.).

In offering an approved degree program, certificate, or subset of courses through Extension, the college agrees to waive all college and course fees generally associated with the courses offered. Classes will be given a special code that will provide a "No Bill" function for all tuition and fees.

The college will determine the total fee charged (subject to approval by the Provost). Since Extension Program courses are not formula-funded, the full costs of the entire program must be recovered from this one inclusive fee.

Program budget must also reflect a financial split with the university. The split will be 80 percent of gross revenues (minus any bad debt) to the college, and 20 percent to the Office of the Senior Vice President for Academic Affairs and Provost.

B. Institutional Review and Approval

1. Graduate Programs

Existing graduate program: Notification to Graduate and Professional Studies Council.

2. Undergraduate Programs

Existing undergraduate program: Notification to Undergraduate Council.

3. The Office of International Studies and Programs must also review Extension Programs operating internationally.

4. Final authorization to offer an Extension Program resides with the Provost.

C. Memorandum of Agreement: A Memorandum of Agreement must be signed by all parties prior to offering courses. Templates for these agreements are available from the Office of University Outreach. A prepared agreement must be approved through the Contracts Office prior to sending it to the outside party. Two copies must be signed by the outside party and returned for UH signatures. No classes may be offered until the Memorandum of Agreement has been executed by both parties.

V. Admissions

A. Applicants to Extension programs will submit a completed Application to the college, along with all the appropriate transcripts and test scores. Incomplete applications will not be accepted. Students applying to an Extension program must be THEA compliant or exempt before admission into the program. Extension students admitted to graduate Extension programs will be exempted from THEA because they will have already earned a baccalaureate degree.

B. Colleges are responsible for reviewing all student admission applications prior to submission to the Office of University Outreach.

Student applications must be evaluated for prerequisite compliance and to assure that the appropriate transcripts and test results are included. International transcripts must be accompanied with translations from an authorized transcription service. A list of locally-approved transcription services is available from the Office of University Outreach.

C. For graduate programs, each application must include the appropriate test scores required for the program (GRE, GMAT or Miller Analogies Test). Approved applications must have completed decision forms attached.

D. Students applying for Extension programs will be admitted as EA (Extension Admissions). Students with the EA admit code will have an enrollment stop designated

as Extension Enrollment that will prevent the students from enrolling themselves in any classes.

- E. International students may be required to meet UH TOEFL requirements. TOEFL may be waived by the Graduate and Professional Studies Committee.
- F. The Office of University Outreach will receive the college-approved applications and supporting documents and coordinate with the Office of Admissions to have students entered into the student database.
- G. Students may not begin taking classes until they have been admitted and enrolled into the appropriate sections.

VI. TESTING AND REMEDIAL TRAINING

- A. The Office of University Outreach will coordinate with Testing Services for any required tests that may need to be administered out-of-country. Costs for such training will be considered part of the program expense except as determined by the MOA.
- B. The Office of University Outreach will coordinate ESL training, if needed, to insure TOEFL compliance. Costs for such training will be considered part of the program expense except as determined by the MOA.

VII. SCHEDULING

- A. Classes may not be offered prior to the approval of the Extension Program by the Provost and the execution of the Memorandum of Agreement between the parties.
- B. Colleges are responsible for providing Extension course information to the Office of University Outreach prior to the beginning of the semester that the courses will be delivered. The information must include course number (with content ID if special topics), required labs, day/time if applicable, program location (city, country, zip code), instructor name, and instructor ID. It is suggested that a complete list of courses required for the entire program by semester be submitted at the beginning of the program. Instructor names and national IDs may be added at the beginning of the semester the course is to be offered.
- C. The Office of University Outreach will create all Extension sections based on courses provided by the Colleges. Classes will be designated as extension. These sections will be hidden to avoid enrollment by students outside the specific extension program.

VIII. ENROLLMENT

- A. Colleges will provide a roster of students and the course(s) that they should be enrolled to the Office of University Outreach prior to the start of each semester.
- B. University Outreach will enroll the students in the appropriate sections using a student group enrollment code. This group enrollment code is used for student tracking purposes and will be assigned to each Extension program by the Bursar's Office prior to the beginning of the program.
- C. Students may not begin taking classes until they have been admitted and enrolled into the appropriate sections.

IX. GRADING

Grade reporting and course transcription will be managed in the same manner as regular academic courses.

X. FINANCIAL**A. Faculty**

Use of tenured or tenure-track faculty to teach in an Extension Program will only be approved if these instructors teach on an overload basis. Payment of faculty must be through UH payroll system, may not exceed Additional Compensation guidelines, and must be charged against the college's Extension Program account.

B. Billing

The University of Houston will manage the finances for all Extension Programs, and be responsible for billing the students per the MOA. Funds owed to academic departments for delivering instruction and/or administering the program will be transferred to cost centers associated with the Extension program.

C. Payment Collection

The University is responsible for the collection of payment per the MOA. These fees will be deposited in unique cost centers associated with each Extension program.

D. Revenue Distribution

1. Colleges must establish a unique cost center for each extension program.
2. The College will manage the finances for the Extension Program and will transfer 20% of the gross revenue (less bad debt) to the Office of the Provost to a cost center provided by that office. A distribution of the funds will take place during the semester that the funds are received.

XI. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Vice President of Academic Affairs and Provost

Review: Every three years on or before July 1

XII. APPROVAL

John Antel
Senior Vice President of Academic Affairs and Provost

Renu Khator
President

Date of President's Approval _____ April 27, 2012

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	08/31/2007	Initial version
2	04/27/2012	Applied revised MAPP template and added Revision Log. Updated the definition of Extension Programs in Section II to include certificates and degrees. Changed the Office of Education Outreach to the Office of University Outreach throughout the documentation. Changed the procedures in Section IV.A for Extension Program Development. Updated the Institutional Review and Approval cycles for graduate and undergraduate programs in Section IV.B. Updated information on billing, payment collection and revenue distribution in Section X, emphasizing funds being delivered to cost centers associated with the Extension Program