

POLICIES

Issued: March 8, 2017

Responsible Provost and Vice President of Academic

Official: Affairs

Responsible Office: Office of Academic Affairs

Policy Statement

It is the policy of Austin Peay State University to follow standards established by the Southern Association of Colleges and Schools Commission on Colleges when establishing agreements between other institutions and providing off-campus offerings.

Purpose

The purpose of this policy is to establish the criteria and process for inter-institutional relationships and off-campus offerings.

Procedures

Off-Campus Centers

An off-campus instructional unit shall be considered an off-campus center (OCC) if it involves a significant continuing commitment of University resources as evidenced by faculty, staff, facilities, and equipment, and if it fulfills standards established for centers by the Southern Association of Colleges and Schools Commission on Colleges.

1. Each OCC's purpose shall be clearly defined in the University's annual Role and Scope statement.
2. Each OCC's degree and non-degree offerings must be consistent with the University's Role and Scope statement. The non-degree offerings must comply with the guidelines as set forth in the Tennessee Higher Education Commission document, Guidelines for Awarding and Reporting CEU's. This document addresses the particular case when an institution may offer a non-degree program in an area in which it has no degree offering.

3. Course and program delivery by joint institutional OCC's shall be determined by written agreement between participating institutions and approved by the APSU Board of Trustees, the President of APSU and the officials representing the other institutions named in the agreement.
4. A proposal for the establishment of a new OCC shall be forwarded to the APSU Board of Trustees for approval. Requirements for approval shall include:
 - a. A "needs assessment" survey.
 - b. Evidence of the OCC's ability to meet the Southern Association of Colleges and Schools Commission on Colleges standards.
 - c. A five (5) year projected budget for continued operation.
5. At five (5) year intervals, or upon request of the APSU Board of Trustees or Board of Trustee's staff, an evaluation of each OCC shall be made on the following bases:
 - a. A current "needs assessment" survey.
 - b. Demonstrated ability of the OCC to meet both institutional Role and Scope statements and Southern Association of Colleges and Schools Commission on Colleges standards.
 - c. A five (5) year projected budget for continued operation.

Off-Campus Degree and Non-Degree Offerings

- A. The president should designate a contact regarding off-campus offerings.
- B. Where thirty (30) mile territorial boundaries overlap, affected institutions will coordinate off-campus offerings of each, preferably a written agreement between the institutions should be consummated which covers the off-campus offerings of each institution.
- C. Prior to contracting (preliminary investigations and discussions may proceed on a unilateral basis) with client groups, an institution contemplating off-campus offerings within thirty (30) miles of another shall communicate its proposal in writing. The institution receiving the request shall respond in writing not later than thirty (30) days after receipt of the proposal letter. If the institution receiving the request does not wish to provide the service, it shall communicate same. If, however, the institution receiving the request rejects the proposal:
 1. The institution placing the request will not commence registration.

2. The institution receiving the request must:
 - a. Provide the course or program.
 - b. Show just cause why the course should not be offered by either institution.
 3. In the event an accord cannot be reached by the representatives of each institution, the representatives should refer the matter to their presidents. If, ultimately, an agreement cannot be reached, the institutions shall refer the matter to the Board staff.
- D. Proposed contracts for regional or statewide delivery of courses and programs to business entities or special interest groups must be in accordance with APSU policies.
- E. Off-campus courses and programs delivered by the media and which require initial and/or periodic group meetings are to be treated in accordance with paragraph D above of this policy. If media delivery system does not necessitate group meetings, then formal communications are not required.

Revision Dates

APSU Policy 2:031 – Issued: March 8, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
