

THE UNIVERSITY OF NORTH CAROLINA
OFFICE OF THE PRESIDENT

ADMINISTRATIVE MEMORANDUM

SUBJECT Revised Policies and Procedures for
Planning and Conducting Degree-Related
Instruction Activities in The University of
North Carolina

NUMBER 372
DATE July 30, 1997

REPLACES ADMINISTRATIVE MEMORANDUM #147

Over the past several months a special review of current policies and procedures related to degree-related extension instruction in The University of North Carolina has been completed. This Administrative Memorandum sets forth revised policies and procedures for the planning and conduct of degree-related extension instruction activities in The University of North Carolina. These policies and procedures supersede all previous policies and procedures described in earlier Administrative Memoranda (including #147) and long-range plans of The University prior to Supplement to Long-Range Planning, 1994-99.



Molly Corbett Broad

POLICIES AND PROCEDURES FOR PLANNING AND CONDUCTING DEGREE-RELATED EXTENSION AND DISTANCE EDUCATION

The principal mode of offering degree-related courses and programs in the University of North Carolina is through regular on-campus, in-residence instructional activities. However, the demand for education beyond the confines of the campus and through alternative delivery systems, such as distance learning technologies, has steadily increased, both from practicing professionals in fields such as education, health professions, business, engineering, and public affairs, and from place-bound nontraditional students. Consequently, off-campus delivery of degree-related instruction is expected to grow, especially in the coming decade as the University seeks to respond to significantly greater demands for educational access.

The Board of Governors has established procedures designed to plan and conduct degree-related extension instructional activities to insure that the University can be as responsive as possible to the needs of the people of North Carolina without diminishing the quality and effectiveness of its regular term, summer term, or other on-campus instruction programs. These procedures permit the Board of Governors and the President to fulfill their responsibilities: (1) to insure that the academic standards of extension instruction activities are consistent with those maintained on-campus, and (2) to see that unnecessary duplication of effort and resources does not occur among the extension activities of the constituent institutions of the University. These procedures, as set forth in Administrative Memorandum #372 (July 30, 1997) should be understood to encompass the full array of off-campus instruction.

The Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) identifies distance learning as “that educational process that occurs when instruction is delivered to students physically remote from the main campus, the location or campus of program origin, or the primary resources that support instruction. In this process, the requirements for a course or program may be completed through face-to-face interaction and/or through remote communications with instructional and support staff including either one-way or two-way written, electronic, or other media forms.” (SACS, Policies, p. 13.) Thus, for COC purposes, distance learning includes traditional extension instruction, correspondence courses, and electronically-mediated courses and programs.

Institutions are expected to observe the applicable procedures specified in the SACS manuals pertaining to distance learning and extension instruction. Particular attention should be directed to “Substantive Change Procedure C: The Initiation of Off-Campus Programs, Branch Campuses,

and other Distance Learning Activities;" "Substantive Change Procedure D: The Initiation of Consortium or Contractual Arrangements;" and, "Principles of Good Practice for Electronically Offered Academic Degrees and Certificate Programs." The procedures of the Board as presented in this document are consistent with SACS policies and are designed to minimize duplication in responding to both entities. However, each institution is responsible for insuring that extension and distance education instruction are offered in accordance with UNC and SACS policies and procedures.

A. DEFINITIONS

1. ***"Extension instruction"*** -- includes degree-related and non-degree-related instruction offered directly by an instructional or extension administrative unit of an institution. Such offerings are primarily, but not exclusively, directed to groups external to the institution and persons otherwise unable to take advantage of the traditional on-campus instructional program.⁴ Extension instruction may be offered off-campus in the traditional mode (face-to-face) or through distance learning technologies (e.g., interactive video, the Internet, CD-ROMs). Extension instruction activities consist of: (a) degree-related extension courses, (b) degree-related extension programs, and (c) formal non-degree-related courses awarding continuing education credit in the form of Continuing Education Units (CEUs), which are not applicable or transferable toward the requirements for any degree programs.⁵ Extension instruction also includes vocational education, professional review and refresher courses, and various types of continuing education.

2. ***"Degree-related extension course"*** -- an individual degree-related course offered for credit off-campus.

3. ***"Degree-related extension program"*** -- a sequence of courses or a course of study whereby over one-half of the formal educational requirements, including residency requirements, necessary to qualify for a degree or certificate is offered off-campus. Such programs typically are offered through on-site instruction, distance education, or a combination of these delivery systems: (a) at educational centers at military installations in North Carolina, (b) through contractual arrangements with another institution or agency to provide instruction at a given location, such as a graduate center or community college, (c) through a "field-based degree

⁴The policies and procedures contained in this manual do not pertain to independent study for credit (correspondence courses). Independent study activities are conducted through the Independent Study Consortium of the University of North Carolina under an interinstitutional agreement among constituent institutions of the University. For information on Independent Study by Extension, contact the Director of the Office of Independent Studies, Division of Continuing Education at the University of North Carolina at Chapel Hill, 27599.

⁵Guidelines for the use of the Continuing Education Unit (CEU) are contained in Administrative Memorandum #135, January 22, 1980.

program," whereby an institution arranges to offer in a single location, over a given period of time, the required sequence of courses for a particular degree program, or (d) to individuals receiving instruction through distance education at a variety of locations.

4. *"Proposed site"* -- the county or counties in which the proposed degree-related extension course or program is to be offered *and all counties adjacent to that county*. (The map in Figure 1 can be used to determine a proposed site.)

B. PRINCIPLES

The guiding principles for developing, conducting, and evaluating degree-related extension instruction activities in the University are as follows:

1. The Board of Governors and the President of the University of North Carolina are responsible for the coordination and supervision of all degree-related extension instruction activities in the University.

2. The constituent institutions and the academic units offering the instruction are responsible for the development, delivery, regular evaluation, and accreditation of specific degree-related extension instruction activities, courses, and programs.

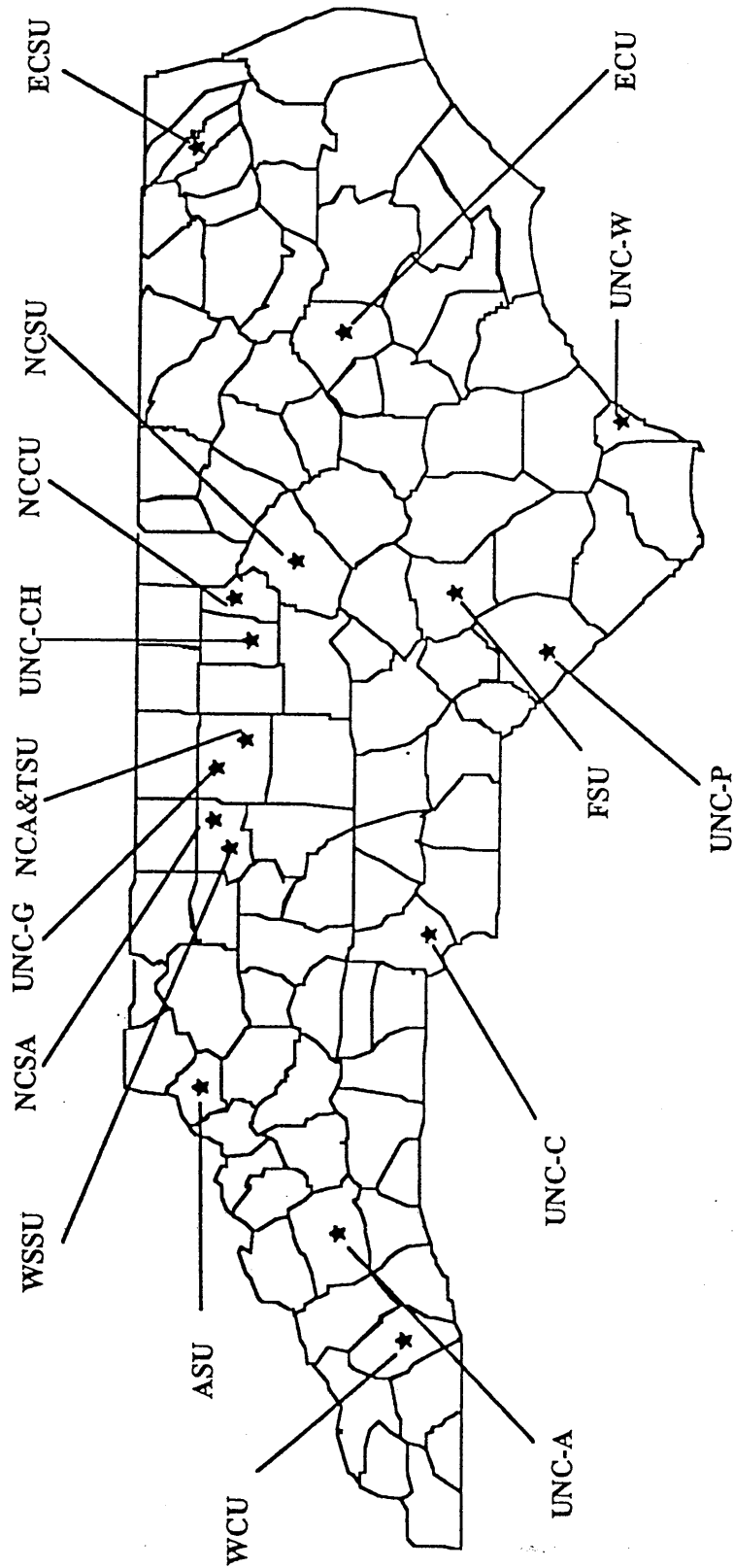
3. The academic standards and quality of degree-related extension instruction activities shall be consistent with and comparable to the academic standards and quality of regular, on-campus instructional activity. The application and maintenance of academic standards are the responsibility of the academic unit of the institution offering the instruction.

4. In the course of planning and developing degree-related extension instruction activities, each constituent institution is responsible for coordination and cooperation with each of the other constituent institutions and other relevant organizations and agencies, including graduate centers established by the Board of Governors. Interinstitutional coordination should be completed prior to seeking such authorization from the President as may be required to establish the activities.

5. The advent of distance learning technologies has greatly enhanced the ability of institutions to offer access to instruction across the state and beyond. It has also made it increasingly possible for non-UNC institutions (both in-state and out-of-state) to deliver courses and programs in the "home" and adjacent counties of UNC institutions. These changing circumstances suggest that it will be increasingly important for UNC institutions to take a statewide perspective, to plan collaboratively, and to define areas of academic excellence for distance education.

6. Degree-related extension instruction offered outside the regular session (i.e., instruction for credit to persons who are not enrolled as resident students) is primarily funded through external contracts and/or student receipts. (The Board of Governors has requested state funding for in-state degree-related extension and distance education.)

FIGURE 1
THE UNIVERSITY OF NORTH CAROLINA



C. DEGREE-RELATED EXTENSION COURSES

1. *In-state.* The development and delivery of individual degree-related extension courses within the State of North Carolina are institutional responsibilities. Courses may be offered *without prior approval* of the President or the Board of Governors. However, before offering such courses off-campus, institutions shall ascertain whether comparable courses are being offered in the *proposed site* by contacting, in writing, the Chancellors (or their designees) of *all* constituent institutions of the University that are located *in the proposed site*, whether or not they are currently authorized to offer the proposed course. Each Chancellor should, in turn, acknowledge the contact, in writing, *within ten days*, signifying agreement or disagreement with the proposed activity. In cases where two or more institutions are unable to reach agreement on a proposal to offer a course, then the matter should be referred to the President.

If the proposed courses are lower-division (at the freshman or sophomore level) and are to be offered in a city or town where a community college is located, the proposing institution must give the local community college the opportunity to offer the courses. If the community college declines this opportunity, the proposing UNC institution may offer the courses provided the appropriate UNC institutions have been consulted. However, consultation with community colleges is not required when such courses have been offered in the past as part of a pre-existing contractual arrangement.

If the proposed courses will not be offered at a specific site, but instead will be offered to individuals in their homes through videotape, the Internet, correspondence, etc., the proposing institution needs only to inform the chancellors (or their designees) of the institutions located in potential sites before initiating the courses.

Whenever feasible, arrangements should be made to use the facilities and resources, including classrooms, media centers, computer centers, libraries, and laboratories, of other constituent institutions or other appropriate institutions, e.g., community colleges, public schools, other NCIH sites, etc. for the delivery of degree-related extension courses. Where facilities and resources are needed, requests for assistance must be made *in advance* of the proposed course offering and involve all appropriate individuals including the director of library services.

An institution must also notify the Commission on Colleges of SACS prior to *initiating or significantly expanding distance learning activities* (e.g., offering its first credit courses via distance learning; introducing new technologies to established distance learning programs which significantly change the existing delivery systems; or significantly expanding the number of courses or programs being offered as part of a degree program through distance learning, such as when the number of credits offered in the degree program exceeds 25 percent or are offered 30 miles from the main campus [See Substantive Change Procedure C/Procedure Two]). A copy of

the letter of notification shall be sent to UNC General Administration staff as an attachment to the Report of Initiation of Degree-Related Extension Course (Appendix H). The COC may require the institution to submit a prospectus or program and site description (see Appendix K for information to be provided).

All degree-related extension courses shall be reported to the Vice President for Academic Affairs *within 15 days after their initiation*. The report for each course shall include: the catalog course number and title, the API discipline specialty code and title, the course level, semester credit hours, the name and faculty rank of the instructor(s), the location (community college/military base/other and city/county) of the offering, the mode(s) of delivery, the course beginning and ending dates, certification that the required coordination has occurred, and course enrollment. The format in Appendix H shall be used for reporting each such course.

2. ***Out-of-state.*** Degree-related extension courses may *not* be offered outside of North Carolina (including international courses) by any constituent institution without ***prior approval*** of the President and clearance from the appropriate licensing authority in the state where the proposed course is to be offered. Requests for such authorization for out-of-state courses must be submitted at least ***15 days before*** the proposed initiation date following the format in Appendix I.

If authorization is granted and if the course involves the initiation or significant expansion of distance learning activities (e.g., an institution offering its first credit courses via distance learning; introducing new technologies to established distance learning programs which significantly change the existing delivery systems; or significantly expanding the number of courses or programs being offered as part of a degree program through distance learning, such as when the number of credits offered in the degree program exceeds 25 percent or are offered 30 miles from the main campus), UNC General Administration staff will send the Commission on Colleges of SACS a copy of the authorization letter and a copy of the out-of-state extension course proposal as reported using Appendix I (See Substantive Change Procedure C/Two). The COC *may* require the institution to submit a program and site description (if required, see Appendix K for information to be provided).

Courses offered in "Study Abroad" programs during regular and summer terms to students enrolled in degree programs at the offering institutions are exempt from the requirement of prior approval, but such courses should be reported within 15 days of initiation as with in-state courses (C.1).

D. DEGREE-RELATED EXTENSION PROGRAMS

The principles, prerequisites, program requirements, accountability, review criteria, and reporting requirements in this section and relevant SACS policies and procedures should be

reviewed before planning extension programs. Those planning programs should especially review SACS policies concerning off-campus instruction, "branch campuses," distance learning criteria, and other substantive change policies and SACS criteria. The Vice Chancellor for Academic Affairs on each campus is responsible for insuring that individuals planning new programs have access to and understand UNC and SACS policies and procedures. The Vice Chancellors can consult with the Vice President for Academic Affairs if there are questions about policies and procedures.

1. ***Off-campus programs offering 25-49 percent of a degree either in-state or out-of-state.*** Institutions proposing off-campus programs in-state or out-of-state that involve offering 25-49 percent of the degree credit off-campus need only seek authorization to establish the proposed program (Appendix K). If the request is approved, General Administration staff will send the Commission on Colleges of SACS a copy of the authorization letter and a copy of the extension program proposal. The Chancellor of the institution will also be reminded to notify SACS (Procedure C/Two). Upon receipt of this information, SACS may follow up with a request to the institution for additional information about the program.

2. ***In-state off-campus programs offering 50 percent or more of a degree program.*** Degree-related extension programs may *not* be offered off-campus in North Carolina without *prior approval* of the President.

a. **Preliminary Procedures:** Before submitting any proposal for an off-campus degree program, institutions shall ascertain whether a comparable degree-related extension program is being offered by another constituent institution in the *proposed county site and all adjacent counties*. Such ascertainment must be accomplished by contacting, in writing, the Chancellors (or their designees) of *all* constituent institutions of the University that are: (a) located in the *proposed site and adjacent counties* (whether or not they are currently authorized to offer the proposed program as indicated in the current Academic Program Inventory), *and* (b) also *all* constituent institutions of the University that are currently offering comparable degree-related extension programs in the proposed site (as indicated in the current quarterly Inventory of Authorized Degree-Related Extension Programs). Each Chancellor must, in turn, acknowledge the contact, in writing, *within ten days*, signifying agreement or disagreement with the proposed activity. If, after every effort is made to reach agreement, two or more institutions are unable to agree on a proposal to offer a program, then the matter should be referred to the President citing the points of disagreement.

In cases where all UNC institutions authorized to offer programs in a specific discipline division (e.g., engineering) arrive at a written understanding approved by the President regarding the delivery of off-campus instruction in this discipline division, consultation with other UNC

institutions is not required. However, UNC institutions located in the *proposed site(s)* should be notified in advance of plans to offer such programs.

Whenever feasible, arrangements should be made to use the facilities and resources, such as media centers, computer centers, libraries, laboratories, etc., of other constituent institutions or other appropriate institutions in the conduct of degree-related extension programs. Where facilities and resources are needed, requests for assistance must be made in advance of the proposed program offering and involve all appropriate individuals including the director of library services.

b. Request to Plan: In cases where 50 percent or more of the degree credit will be offered off-campus, a Request for Authorization to Plan a Degree-Related Extension Program (Appendix J) must be submitted to the Vice President for Academic Affairs and to the COC of SACS to meet *prior notification requirements, at least six months prior to the proposed implementation date*. If planning is authorized, General Administration staff will send SACS a copy of the authorization letter. The Chancellor of the institution will also be reminded to notify SACS. Upon receipt of this information, SACS may follow-up with a request for additional information about the proposal.

c. Request to Establish: The request for authorization to **establish** the proposed program (Appendix K) must be submitted to the Vice President for Academic Affairs at least *three months* prior to proposed initiation of the program. Concurrently the institution should send an “information copy” to the COC. When a decision is made concerning the request, General Administration staff will notify the institution and the COC. The Chancellor will also be reminded to notify SACS.

d. The President can authorize an extension program for a maximum initial period of five years (see Sections G. Accountability and K. Review Criteria).

3. *Out-of-state off-campus programs offering 50 percent or more of a degree program.*

a. Preliminary Procedures: Degree-related extension programs may *not* be offered outside of North Carolina (including international) by any constituent institution without *prior approval* of the President *and* clearance from the appropriate licensing authority in the state where the proposed extension program is to be offered.

b. Request to Plan: Requests for authorization to plan programs in which 50 percent or more of the degree credit will be offered off-campus (Appendix J) must be submitted to the Vice President for Academic Affairs and to the COC of SACS to meet *prior notification requirements, at least 6 months* prior to the proposed initiation date. If planning is authorized, General Administration staff will send SACS a copy of the authorization letter. The Chancellor

of the institution will also be reminded to notify SACS. Upon receipt of this information, SACS may follow up with a request for additional information about the proposal.

c. **Request to Establish:** If planning authorization is granted, the request for authorization to establish the proposed program (Appendix K) must be submitted to the Vice President for Academic Affairs at least *three months* in advance of initiation of the program. Concurrently the institution should send an “information copy” to the COC. When a decision is made concerning the request, General Administration will notify the institution and the COC.

E. GENERAL PREREQUISITES FOR INITIATING DEGREE-RELATED EXTENSION INSTRUCTION

1. The course or program which is being proposed as a degree-related extension activity must be authorized in the *current* catalog or Academic Program Inventory of the constituent institution requesting authorization to offer the degree-related extension instruction.

2. A proposed degree-related extension course or program may be offered through an extension administrative unit or other special instructional division of the institution, but instruction and supervision must be provided by the same college, school or department offering the course or program in regular term or summer term instruction on-campus. The appropriate dean or department head will be accountable for all qualitative aspects of extension operations and for ensuring the standards for awarding credit are consistent with requirements for credit that must be met by students enrolled in the program as on-campus students.

3. Degree-related extension courses and programs will be authorized for operation only in instances of clear and demonstrable need. Prior authorization is not required to engage in activities, such as surveys, that are designed to determine need. *However, if a needs assessment is to be conducted in a proposed site of one or more constituent institutions, the Chancellor of the constituent institution preparing to determine need should so advise the Vice President for Academic Affairs and the appropriate Chancellor(s) at least 30 days before initiating the needs assessment.* The notification of proposed survey or needs assessment should describe the geographic area or locations of the survey and the names of the persons or organizations to be involved in the survey activity.

4. Master's and intermediate level degree-related programs (including Certificate of Advanced Study programs) will be authorized for extension operation only if they have been authorized and operating during regular term at the institution proposing the extension activity for a period of at least *two years prior* to the proposed initiation of the extension operation. Exceptions may be made in instances of clear and demonstrable need.

5. Initiating or significantly expanding distance learning activities (e.g., an institution offering its first credit courses via distance learning; introducing new technologies to established distance learning programs which significantly change the existing delivery systems; significantly

expanding the number of courses or programs being offered as part of a degree program through distance learning, such as when the number of credits offered in the degree program exceeds 25 percent or are offered 30 miles from the main campus; or initiating off-campus credit instruction which involves offering 50 percent or more of the courses leading to a certificate or degree at any off-campus site) are defined by the Commission on Colleges as substantive changes (Procedure C, One or Two). Procedures for notifying the COC of these changes are described in sections C and D, above. Campus administrators must refer to SACS policies and procedures before initiating or expanding distance learning activities.

F. PROGRAM REQUIREMENTS

1. ***Admissions requirements.*** Admissions requirements for degree-related extension programs must be comparable to the admissions requirements of the same programs offered on-campus.

2. ***Residence requirements.*** Each institution must state clearly its policy regarding the number of credit hours and courses applicable to a degree program offered through extension which must be earned *in residence* by regular term or summer term instruction on its campus, or (in the case of a graduate program) at an authorized graduate center, and must clearly define "residence."

3. ***Faculty.***

a. Faculty members assigned to teach degree-related extension courses or programs must be members of the regular staff of the institution offering the courses or programs *or* part-time faculty identified specifically to assist as extension instruction faculty members and fully qualified to teach as determined by the academic department offering the course or program. Graduate-level instructors, whether full-time or part-time faculty members of the institution, must hold membership on the graduate faculty of that institution in accordance with the institutional regulations and policies governing such membership. Full-time and part-time faculty must meet the requirements described in Section IV (4.8 Faculty) of the *Criteria for Accreditation* of the Commission on Colleges of SACS.

b. Part-time faculty must possess **at least** the same or equivalent qualifications as the regular faculty and must be approved formally by the academic department through which credit is to be awarded and such other institutional units or mechanisms as may be required for faculty appointments. Institutions shall adopt policies relating to the employment of part-time faculty which ensure that the use of such faculty does not result in diminished academic quality or in conflicts of interest.

c. Full-time faculty members shall be limited to a degree-related extension teaching load of no more than *one* course per semester in addition to their regular full-time, on-campus teaching load.

d. Faculty members employed to teach only extension courses or programs must have a significant involvement in or orientation to the ongoing planning of policies and programs of the academic unit offering the extension courses or programs to assure their familiarity with the programs. They should also be involved in the evaluation process.

e. In the case of distance education courses and programs, there should be adequate opportunity for either real-time or delayed interaction between faculty and students and among students. There should be adequate training and support for faculty related to teaching via an electronic system.

4. *Program coordination, student services, and learning resources.*

a. Each institution must make available adequate academic advising, counseling, supervisory, and other student services necessary to support the learning of students enrolled in degree-related extension courses and programs. These services must be comparable to the quality and availability of such services provided to students enrolled in courses and programs offered on-campus.

b. Each institution must have available a set of written policies, procedures, and guidelines pertaining to degree-related extension courses and programs which includes information on admissions, curriculum, requirements for completion of the extension programs or courses, costs and payment policies, financial aid, and any other pertinent information. In the case of electronically-mediated distance education, institutions must provide information about the nature of faculty/student interaction, assumptions about students' technological competence and skills, technical equipment and software requirements, and availability of academic and student support services. This information should be provided without cost to each student enrolling in such programs.

c. Each institution must ensure that adequate learning resources are available to students.

G. ACCOUNTABILITY

1. Degree-related courses or programs may be offered through extension instruction only with the concurrence of the responsible dean or department head of the college, school or department as to the adequacy of faculty and other instructional resources, such as library resources, laboratory, computer resources, media support services, and classroom facilities, required for the proposed instructional activity.

2. The dean or department head of the college, school or department responsible for the degree-related extension course or program is responsible to see that the teaching and evaluation formats for the extension instruction are comparable to the formats used on-campus or that the formats been developed or revised specifically for extension or distance learning instruction.

3. Students enrolled in extension courses and programs should be included in all university-wide assessment programs administered to students on-campus (e.g., course/instructor evaluation, graduating senior and alumni surveys, etc.). All students should be included in the Student Data File for Degree-Credit Extension students, and their courses should be reported on the Course Description Table File, the Student Courseload File, and the Course Grade File provided to General Administration. The Office of Institutional Research on the campus should coordinate this data collection.

4. Degree-related extension programs will be authorized by the President for a maximum initial period of *five* years. At the completion of the fourth year of operation, an evaluation of the first four years of the program must be completed by the institution and the results submitted to the President (with the request for renewal if there continues to be a demand for the program). This evaluation must include comparative assessments of student learning outcomes, retention and graduation rates, and student satisfaction. With respect to baccalaureate degree students, UNC General Administration will provide data comparing the performance of off-campus students with the performance of residential rising juniors and on-campus community college transfer students with associate's degrees. General Administration will also provide comparative retention and graduation rate information for baccalaureate and master's degree students. The results of these comparisons should be made available to students and other interested parties. If a program is discontinued after five years, currently enrolled students will be continued for a reasonable period to assure completion of their programs of study but no new students may be enrolled. (See Section J. Reporting Responsibilities and Section K. Review Criteria.)

H. FINANCING DEGREE-RELATED EXTENSION INSTRUCTION

Although there is generally no distinction made with respect to the value of the academic credit awarded to a student for regular session on-campus instruction and for the same instruction offered off-campus by extension, there is currently an important distinction in the state's practice regarding the support of the two types of instruction. The regular session on-campus students are included in the count of "regular session" students which provides the principal basis for requesting and receiving financial support from the state's General Fund. Students enrolled in off-campus degree credit extension instructional offerings are not included in the count of "regular session" students for whom the institutions receive state-appropriated support. The present policy is that funds are appropriated through the regular budgetary process for basic, continuing

administrative support of extension activities, while the general instructional costs of degree credit instruction are met from student fees. Only in a few instances have exceptions to this policy of receipts support been authorized. (The Board of Governors has requested that the General Assembly provide state support for off-campus instruction comparable to that provided for regular term on-campus instruction.)

I. GRADUATE CENTERS

In instances where there is a clear and special need for graduate level degree-related extension instruction, a particular institution or group of institutions may be called upon by the Board of Governors to fill the need through the establishment of a *graduate center* at a constituent institution or other educational facility. Graduate centers will be planned and established on the initiative of the President and the Board of Governors, in accordance with appropriate standards for initiating graduate programs.

Graduate centers have been established in Asheville, Charlotte, Elizabeth City and Winston-Salem. Administrators of the graduate centers are located on the campus of the constituent institution of the University in each of the four cities. Each center is charged with coordinating the planning and conduct of degree-related courses and programs in its area. All constituent institutions planning to offer degree-related courses or programs in the vicinity of a graduate center must coordinate their planning with the Director of the Graduate Center. Assigned areas are as follows:

Asheville Graduate Center
Buncombe & all contiguous counties

Elizabeth City Graduate Center
Pasquotank & all contiguous counties

Charlotte Graduate Center
Mecklenburg & all contiguous counties

Winston-Salem Graduate Center
Forsyth County

Appropriate funding arrangements for each graduate center will be established by the Board of Governors. In accordance with a legislative directive effective with the 1985-86 fiscal year, tuition and fees charged for courses offered in graduate degree programs through graduate center arrangements can be no greater than the tuition and fees that would be charged if the courses were taken on the campus of the institution providing the instruction.

J. REPORTING RESPONSIBILITIES

1. Within 90 days after the end of each fiscal year, each institution shall provide a report on the degree-related extension courses and programs actually conducted and completed during the previous fiscal year (July 1-June 30).

2. On a quarterly schedule (January, April, July, October), the President will compile and distribute an inventory of authorized degree-related extension programs. Copies of the current inventory may be obtained from the Vice President for Academic Affairs.

3. In January of each year, the President shall submit to SACS an annual report that includes an inventory of all authorized degree-related extension programs for the University and highlights program additions, discontinuations, and other changes during the past year.

K. REVIEW CRITERIA

In reviewing requests for authorization to initiate or to continue degree-related extension programs, the President will consider:

1. the impact of the proposed extension instruction on the quality and capacity of existing academic programs at the requesting institution,
2. the need and demand for the extension instruction,
3. the readiness of the institution to deliver a course(s) or program comparable in quality and standards to those which are offered on-campus,
4. the impact of the proposed extension instruction on other institutions or agencies in the area and in the state as a whole, and
5. the compatibility of the proposed extension activity with the mission and long-range plan of the requesting institution and with the mission and long-range plan of the University of North Carolina.

L. PARTICIPATION OF CONSTITUENT INSTITUTIONS IN INTERINSTITUTIONAL ARRANGEMENTS

1. *Procedures.* Procedures for authorizing and offering degree-related extension courses and programs rely heavily on the initiative of constituent institutions to inform other constituent institutions of their plans, especially those in the locale where the proposed instructional activity will be carried out and where proposed courses and programs are comparable to those offered by neighboring institutions. Institutions are expected to exercise great care that their extension instruction activities are not unproductive, excessively costly, or unnecessarily duplicative. Where appropriate, constituent institutions are encouraged to combine their efforts to serve citizens whose educational needs are not being met in a timely or effective manner.

2. *Policy.* The President of the University of North Carolina must approve the participation of a constituent institution in any formal interinstitutional arrangements which provide for cooperative instructional activities and operation or use of facilities and academic resources between and among public and nonpublic institutions of higher education, including community colleges and technical institutes, public school systems, and any cooperative association of such

educational institutions formed as a corporation or consortium, including "Consortium-Based Teacher Education Programs" authorized by the State Board of Education.

An institution proposing to participate in an interinstitutional arrangement as described above should follow the format in Appendix L in presenting its request prior to signing any agreement. The President will review and approve the terms and conditions of participation in any interinstitutional or interagency organization, including the charter and bylaws thereof, and may thereafter authorize a chief administrative officer of the constituent institution, or the officer's designee, a member of the President's staff, or any other person to participate on the governing body of such a corporation. Certain interinstitutional arrangements (e.g., initiating credit courses which involve a contractual agreement or consortium for course content to be delivered, in whole or in part, by an organization which is not accredited by the COC) may also require prior notification to the Commission on Colleges of SACS to assure that necessary accreditation requirements are met (Substantive Change Procedure D). Once the President has approved the arrangement, the institution should submit a copy of its proposal, accompanied by a copy of the President's letter of approval, to the Commission on Colleges. In instances where UNC institutions contract with community or technical colleges to offer general education programs, both institutions should notify the Commission on Colleges to ensure that requirements are met.

Any commitments, including facilities and resources, by the University or a constituent institution to any interinstitutional arrangement, association or corporation shall be made in compliance with all provisions of law and regulations governing the University or the constituent institution and shall not exceed funds appropriated or otherwise lawfully available to the University or to the constituent institution thereof in the fiscal year in which the commitments are made.

The financial standing and operations of any interinstitutional arrangement, association or corporation shall be subject to audit by the State Auditor.

⁴The policies and procedures contained in this manual do not pertain to independent study for credit (correspondence courses). Independent study activities are conducted through the Independent Study Consortium of the University of North Carolina under an interinstitutional agreement among constituent institutions of the University. For information on Independent Study by Extension, contact the Director of the Office of Independent Studies, Division of Continuing Education at the University of North Carolina at Chapel Hill, 27599.

⁵Guidelines for the use of the Continuing Education Unit (CEU) are contained in Administrative Memorandum #135, January 22, 1980.



Molly Corbett Board

THE UNIVERSITY OF NORTH CAROLINA

REPORT OF INITIATION OF A DEGREE-RELATED EXTENSION COURSE

INSTRUCTIONS: This report should be submitted within 15 days after the initiation of the course to: Academic Affairs Division, UNC General Administration, P.O. Box 2688, Chapel Hill, NC 27515-2688.

1. Institution: _____

2. Course #/Title: _____

API Code #: _____ API Title: _____

Course Level: _____ Semester Credit Hours: _____

3. Location(s): _____
(city/county/site) (city/county/site)

_____ (city/county/site) (city/county/site)

Proposed site(s) is more than 30 miles from the institution: Yes _____ No _____

4. Mode(s) of delivery (e.g., on-site instruction, Internet, videotape) _____

5. If a distance learning technology is used, is this the first distance education course offered by the institution? Yes _____ No _____

6. Is the institution initiating a new delivery system with this course? Yes _____ No _____

7. Course Beginning Date: _____ Ending Date: _____

8. Instructor: _____

Faculty Rank of Instructor: _____

(If adjunct faculty, include curriculum vitae.)

9. Enrollment (headcount): _____

If this course results in initiating or significantly expanding distance learning activities (e.g., offering the first credit courses via distance learning; introducing new technologies to established distance learning programs which significantly change the existing delivery systems; or significantly expanding the number of courses or programs being offered as part of a degree program through distance learning, such as when the number of credits offered in the degree program exceeds 25 percent or are offered 30 miles from the main campus), then it might constitute a substantive change as defined by the Commission on Colleges of the Southern Association and SACS should be notified. See Part II of this manual and the SACS Policy Manual. Attach a copy of the letter notifying SACS.

I hereby certify that the required coordination with other constituent institutions of the University of North Carolina has been completed in accordance with procedures set forth in Academic Program Development Procedures, The University of North Carolina (1997).

(date)

(signature of Chancellor or designee)

THE UNIVERSITY OF NORTH CAROLINA

REQUEST FOR AUTHORIZATION TO OFFER A
DEGREE-RELATED EXTENSION COURSE
OUT-OF-STATE

INSTRUCTIONS: *This report should be submitted within 15 days before the initiation of the course to:*

*Academic Affairs Division
UNC General Administration
P.O. Box 2688
Chapel Hill, NC 27515-2688*

1. Institution: _____

2. Course #/Title: _____

API Code #: _____ API Title: _____

Course Level: _____ Semester Credit Hours: _____

3. Location(s) _____
(city/state/site) (city/state/site)

_____ (city/state/site) (city/state/site)

Proposed site(s) is more than 30 miles from the institution: Yes _____ No _____

4. Mode(s) of delivery (e.g., on-site instruction, Internet, videotape): _____

5. If a distance learning technology is used, is this the first distance education course offered by the institution? Yes _____ No _____

6. Is the institution initiating a new delivery system with this course? Yes _____ No _____

7. Course Beginning Date: _____ Ending Date: _____

8. Instructor: _____

Faculty Rank of Instructor: _____
(If adjunct faculty, include curriculum vitae.)

9. Enrollment (headcount): _____

If this course results in initiating or significantly expanding distance learning activities (e.g., offering the first credit courses via distance learning; introducing new technologies to established distance learning programs which significantly change the existing delivery systems; or significantly expanding the number of courses or programs being offered as part of a degree program through distance learning, such as when the number of credits offered in the degree program exceeds 25 percent or are offered 30 miles from the main campus), then it might constitute a substantive change as defined by the Commission on Colleges of the Southern Association and SACS should be notified. See Part II of this manual and the SACS Policy Manual. Attach a copy of the letter notifying SACS.

Indicate special reasons why this course should be offered outside the State.

Notification and approval have been received from the appropriate licensing authority within the State where this course is to be offered: Yes _____ No _____

(date)

(signature of Chancellor or designee)

THE UNIVERSITY OF NORTH CAROLINA

REQUEST FOR AUTHORIZATION TO PLAN A DEGREE-RELATED EXTENSION PROGRAM

INSTRUCTIONS: Requests for authorization to plan a new extension program should be submitted following the guidelines and instructions furnished for these procedures in Part II of this manual. This request should be submitted at least six months prior to the proposed date of initiation to the Academic Affairs Division at UNC General Administration. If the request to plan constitutes a substantive change as defined by SACS and the request to plan is authorized, the Vice President for Academic Affairs will notify SACS, and the Chancellor will also notify SACS. Please submit five copies. Each request must be signed by the Chancellor.

Institution: _____ Date: _____

Program Title: _____ API Code #: _____

Program Level: _____ Proposed Date of Initiation: _____

Proposed Site(s): _____	_____	_____
(city)	(county)	(state)
_____	_____	_____
(city)	(county)	(state)
_____	_____	_____
(city)	(county)	(state)

Substantive Change Questions:

At least 50 percent of the proposed program's credits will be offered off-campus: Yes___ No___

Proposed site is a new location for the institution's off-campus programs: Yes___ No___

Institution is offering proposed program off-campus for the first time: Yes___ No___

Institution is offering proposed program through distance learning technology
for the first time: Yes___ No___

Does this program constitute a substantive change as defined by SACS? Yes___ No___

If so, which substantive change policy or procedure applies: _____

By what date should SACS be notified? _____

1. Briefly describe the proposed program, location(s), and intended audience.
2. Described the proposed delivery systems at each site (e.g., on-site instruction by faculty, interactive video, Internet, etc.).
3. Document need for the program (referencing results of surveys or special studies). Is any other institution (public or private) offering the same or a similar program in the location(s)?

4. Projected enrollment at each site: Year 1 _____ Year 3 _____ Year 5 _____
 Year 2 _____ Year 4 _____

5. Number of faculty expected to deliver instruction: regular faculty _____ adjunct faculty _____

I hereby certify that the required coordination with other constituent institutions of the University of North Carolina has been completed in accordance with procedures set forth in *Academic Program Development Procedures*, The University of North Carolina (1997).

Signatures:

Dean or Department Head of unit offering program _____

Director of Extension Education Division _____

Chief Academic Officer _____

Chancellor _____

THE UNIVERSITY OF NORTH CAROLINA

REQUEST FOR AUTHORIZATION TO ESTABLISH
A DEGREE-RELATED EXTENSION PROGRAM

INSTRUCTIONS: Requests for authorization to establish a new extension program should be submitted following the guidelines and instructions furnished for these procedures in Part II of this manual. This request should be submitted at least three months prior to the proposed date of initiation to the Academic Affairs Division at UNC General Administration. If the request to plan constitutes a substantive change as defined by SACS, the institution should concurrently send the proposal to SACS at least three months prior to implementation. Please submit six copies. Each request must be signed by the Chancellor.

Institution: _____ Date: _____

Program Title: _____ API Code #: _____

Program Level: _____ Proposed Date of Initiation: _____

Substantive Change Questions:

At least 50 percent of the proposed program's credits will be offered off-campus: Yes___ No___

Proposed site is a new location for the institution's off-campus programs: Yes___ No___

Institution is offering proposed program off-campus for the first time: Yes___ No___

Institution is offering proposed program through distance learning technology
for the first time: Yes___ No___

Does this program constitute a substantive change as defined by SACS? Yes___ No___

If so, which substantive change policy or procedure applies: _____

By what date should SACS be notified? _____

The nature of the proposed "change" (a)

1. Briefly describe the proposed program. (*Include curriculum and schedule.*)
2. Describe the intended audience for the program and document the need for the program. (*Include results of surveys or special studies.*)
3. Projected enrollment at each site:

Year 1 _____	Year 3 _____	Year 5 _____
Year 2 _____	Year 4 _____	

Relationship to institutional mission (b)

4. Briefly describe the relationship of the proposed program and site(s) to institutional purpose and mission.

Locations and delivery systems (c)

5. Indicate the proposed locations for the program, including both group sites (GS) and geographical areas of individual access (IA). For each location where the program is being offered by technology-based instruction (TBI), the delivery system(s) being used at each site should be identified. Describe any arrangements made with other entities to deliver instruction via TBI — e.g., broadcast television, cable television, ITFS, compressed video, satellite systems, computer systems, and recorded media.

Proposed Location(s):

<u> </u> (city)	<u> </u> (county)	<u> </u> (state)	<u> </u> (delivery system)	<u> </u> (GS or IA)
<u> </u> (city)	<u> </u> (county)	<u> </u> (state)	<u> </u> (delivery system)	<u> </u> (GS or IA)
<u> </u> (city)	<u> </u> (county)	<u> </u> (state)	<u> </u> (delivery system)	<u> </u> (GS or IA)

Ensuring program quality (d)

6. Describe:

- (1) process followed to plan the program and select the site(s);
- (2) procedures for systematic evaluation of instructional results (include measures to be used to evaluate the program and a timetable or schedule for the evaluations);
- (3) process for monitoring and evaluating programs at new site(s);
- (4) any differences in admission or graduation requirements for students enrolled at new site(s);
- (5) any special arrangements for grading, transcripts, or transfer credit policies.

Faculty and support staff (f)

7. Describe the role of participating faculty in selection of course content.
8. Number of faculty expected to deliver instruction: regular faculty____ adjunct faculty_____

Use the SACS Commission on Colleges "Roster of Instructional Staff" form to list faculty members involved in preparing/presenting instructional material and their qualifications.

(Provide an explanation if the criteria for faculty teaching in this program are not comparable to those for faculty teaching similar courses on-campus.)

9. Describe procedures for the evaluation of faculty teaching at this site(s).
10. State the institution's policy on faculty teaching load.
11. Number and responsibilities of support staff (e.g., program coordinator).

Learning resources and other administrative support (g)

12. Describe arrangements made to provide learning resources and services of an appropriate breadth and quality to students enrolled at the new site(s) — e.g., mailing of materials, arrangements for accessing library resources and services, use of computerized data banks, student purchases of resource materials, and other information made available to students.

Student support services (h)

13. Describe means by which institution will provide support services for students enrolled at the site(s) — e.g., admissions, skills assessment, course registration, records maintenance, academic advising, counseling, etc.

Contractual arrangements for support services (i)

14. Describe any contractual or other arrangements for the use of support services provided by other institutions or organizations.

Organizational structure (j)

15. Describe the institution's organizational structure for the administration of the new site(s) and note any special administrative arrangements for the delivery of technology-based instruction.

Financial resources (k)

16. Present the budget for the proposed program, showing projected revenues (including receipts, state appropriations, grants, etc.) and expenditures, indicating how such resources will be secured. The budget should cover the entire period anticipated for a cohort to complete the degree program. Indicate the amount of resources going to institutions or organizations providing contractual instruction or support services.

Instructional materials acquired from another organization or institution (e)

17. If the institution acquires any or all of its instructional materials from another organization or institution, describe the:

- (1) procedures to identify and evaluate the selection of instructional materials
- (2) process to edit or adapt acquired materials
- (3) resources of the institution to produce supplemental materials
- (4) the accreditation status of the organization/institution with which contractual or other arrangements were made.

I hereby certify that the required coordination with other constituent institutions of the University of North Carolina has been completed in accordance with procedures set forth in *Academic Program Development Procedures*, The University of North Carolina (1997).

Signatures:

Dean or Department Head of unit offering program _____

Director of Extension Education Division _____

Chief Academic Officer _____

Chancellor _____

THE UNIVERSITY OF NORTH CAROLINA

REQUEST FOR AUTHORIZATION TO PARTICIPATE IN AN
INTERINSTITUTIONAL ARRANGEMENT

***INSTRUCTIONS:** Three copies are to be submitted to the Vice President for Academic Affairs, UNC General Administration, prior to implementation of any such arrangement.*

Date: _____

Constituent Institution: _____

Proposed Title of the Interinstitutional Organization: _____

1. Describe the nature and purpose of the proposed interinstitutional arrangement.
2. Provide the name, location, and a description of the governance of the contracting organizations (or those which will form the consortium) with information concerning the accredited status of all parties involved.
3. Provide the rationale for entering into the contract or the consortium and an assessment of need.
4. Provide a timetable for implementation of the contract/consortium.
5. Describe administrative oversight over the quality of programs/services offered through the contract/consortium.
6. Identify resources required to support the conditions of the contract/consortium (financial resources, library/learning resources, physical facilities, equipment).
7. Attach any charter or bylaws and a copy of the contract for programs/services or the consortial arrangement statement.

Chancellor: _____