

1. PURPOSE

The purpose of this policy is to outline procedures related to off-campus education.

2. DEFINITIONS

The following definitions are guided by the definitions and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of College and Schools Commission on Colleges (SACSCOC). While all definitions fall within the guidelines of these agencies, some have been further restricted for implementation at Sam Houston State University.

2.01 Main Campus: Sam Houston State University defines its main campus as the Huntsville campus, located at 1905 University Avenue, Huntsville, TX 77340.

2.02 Off-Campus: Any physical location other than the main campus.

2.03 Instruction: Instructor-presented, -driven, or -moderated educational content. This includes course lectures, lessons, discussions, and may also include exams and quizzes. Instruction does not necessarily include activities that occur outside of scheduled class meeting times such as homework, studying, class preparation, group work, writing, or research.

2.04 Off-Campus Course or Program: Courses or programs in which greater than 50% of instruction is delivered in a face-to-face modality at a location away from the main campus.

2.05 Off-Site Instructional Location: Any physical location other than the main campus at which instruction occurs.

3. OFF-CAMPUS INSTRUCTION

3.01 Developing Off-Campus Courses and Programs

- a. Off-campus courses and programs are governed by the same expectations and regulations as on-campus courses and programs, including: maintaining consistency with the mission of the Institution; utilizing the same admissions requirements, academic standards, and other administrative requirements as main-campus courses and programs; and being in compliance with University and System policies and applicable governing bodies,

including but not limited to the SACSCOC *Principles of Accreditation*, which apply to all programs of the institution, regardless of delivery location.

- b. New off-campus courses and programs are subject to the institution's curriculum approval processes as outlined on the Academic Planning and Program Development website.
- c. Off-site instructional locations (also referred to as off-site locations) must be approved, prior to course or program delivery.
 - i. When proposing courses or programs to be delivered at off-site locations, academic departments should ensure that the site is an approved off-site location as published in the off-site location inventory on the institution's SACSCOC accreditation website. New, off-site locations must be requested through the "Request for the Addition of a New Off-Site Teaching Location" form, accessible from the institution's SACSCOC accreditation website.
 - ii. The percentage of a degree that can be completed by a student at an off-site location is categorized into one of three categories: 0-24%, 25-49%, and 50% or more. SACSCOC notifications and/or approvals are required for categories of 25% or more. If the completion percentage category for a given degree is proposed to change for an approved off-site location, the academic department must submit an updated "Request for the Addition of a New Off-Site Teaching Location" form for approval and SACSCOC reporting.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 4/26/2024

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: January 16, 1991

Review Cycle: Five years*

Reviewer(s): Academic Affairs Council

Review Date: Spring 2029

Approved: <signed>
Michael T. Stephenson, Ph.D.,
Provost and Senior Vice President
for Academic Affairs

Date: 4/23/2024

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.