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SUBJECT: GUIDELINES FOR CONDUCTING OFF-CAMPUS OFFERINGS

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PURPOSE: To establish principles and procedures for the initiation, approval and regulation of all off-campus offerings by LSUA.

### GENERAL POLICY

#### I. DEFINITIONS

- A. The off-campus instructional activity will follow the Board of Regents' Mandatory Guidelines for the Conduct of Off-Campus Activities.

The Board of Regents defines off-campus instructional activity as an instruction, credit or non-credit, conducted outside the parish of domicile of the concerned public institution of higher education. For purposes of this policy statement, it also includes courses which are offered by LSUA in a physical location other than the campus of LSUA. These include:

1. All courses or programs offered for regular academic credit.
  2. All courses or programs for which individual Continuing Education Unit Credit (CEU) is awarded.
  3. All courses or programs which lead toward licensing, job improvement, or relicensing.
  4. All non-credit courses and programs.
- B. The above categories fall within the prescribed responsibilities for "educational policy" of the faculty and of this policy statement when any of the following circumstances pertain:
1. If the offering is in any identifiable way officially associated with LSUA, and thus subject to its policies;
  2. If a faculty member employed at LSUA is involved in its initiation or instruction and is specifically identified in his/her role as an LSUA employee, other than identifying his/her place of employment;
  3. If the course or program is funded from LSUA or from institutional grants awarded to LSUA;
  4. If the office coordinating continuing education is involved in the initiation, promotion, or publicity of the offering regardless of the means of funding;
  5. If substantive materials or supplies belonging to LSUA are utilized in the offering.

## II. GENERAL PRINCIPLES

- A. There shall be encouragement of off-campus offerings by LSUA.
- B. These offerings shall be, by quality and control, appropriate for a university; the standards shall be the same as that for on-campus offerings.
- C. There shall be compliance with all applicable provisions of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, the policies of the Louisiana Board of Regents, and the policies and criteria of the Southern Association of Colleges and Schools.
- D. The appropriate department chair, after consulting with appropriate faculty shall select the instructors for off-campus courses which carry academic credit. Selection shall be made on the basis of quality instruction and, where feasible, on equitable rotation.
- E. There shall be compliance with PM 3 provisions, as appropriate.

## III. PROCEDURES

- A. All regular academic credit courses shall be approved through the established academic procedures, i.e., in compliance with all rules and procedures of the Courses and Curricula Committee, Faculty Council, and appropriate administrators. After credit courses are appropriately approved, it is an administrative decision when and where they are to be taught off-campus.
- B. Self-supporting non-credit off-campus activities may be conducted. The term self-supporting in this situation is meant to require that faculty salary, travel expenses, building use fees and supplies for each activity be supported entirely by fees charged to participants in the activity.
- C. All continuing education courses which carry academic credit will originate from, or be presented for approval to the department associated with the program. Approval for participation of faculty in such courses will be secured from the department chair and the dean of the appropriate college. These courses and programs must be in compliance with LSUA Policy Statement 201 and 205.