State University of New York

Memorandum to Presidents

Date: December 12, 1988

From: Office of the Provost

Subject: Restatement of Guidelines for the Administration of Credit-bearing Off-campus Instructional Activities

To: Presidents, State-operated Campuses
    Presidents, Community Colleges

Purpose

This memorandum is intended to remind campuses of existing policies governing credit-bearing off-campus instructional activities. These policies have been described in earlier Memorandums to Presidents, and one of them, Vol. 80, No. 16, of November 10, 1980, is now superseded.

Commissioner's Regulations

The Commissioner's Regulations, Sections 50.1 (q) (r) (s) (t) and 54.1-3, govern instruction offered at locations other than the principal center of an institution or on the campus of another degree-granting institution. If a complete program is to be conducted at an off-campus site, that site is to be designated a branch campus, which must be approved through a Master Plan amendment. A complete program offered by one institution but conducted on another institution's campus is referred to as an interinstitutional program and still requires a Master Plan amendment.

If no complete program is offered but more than 15 credit-bearing courses are conducted, or there are more than 350 credit-course registrations in an academic year, an off campus location is regarded as an extension center and must be approved by the State University and the State Education Department.

An extension site, an off-campus instructional location with a lower level of activity, does not require external approval. All courses offered for credit at an extension site or an extension center must be part of the registered curricula at the campus's principal center or branch campus, and current records for such off-campus activity must be maintained.
Approval

Actions for approval of extension centers should be initiated through the Office of the Provost following the form and procedures outlined in the State Education Department memorandum to Chief Executive Officers Number 80-16 of September 19, 1980.

Actions for establishment of branch campuses should be discussed with the Office of the Provost.

Guidelines

Guidelines for the Administration of Credit-Bearing Off-Campus Instructional Activities were originally issued in 1980 (following endorsement by the Council of Presidents) to assure maintenance of institutional quality. These guidelines are restated as an attachment to this memorandum.

Joseph C. Burke
Provost

Attachment

Copies for information sent to:
Deans, Statutory Colleges
President Coll
Vice President Nesheim
GUIDELINES FOR THE ADMINISTRATION
OF CREDIT-BEARING OFF-CAMPUS INSTRUCTIONAL ACTIVITIES

In an effort to promote more coordinated planning and assure quality offerings of extension courses and other special off-campus programs in SUNY, the following guidelines have been developed. These guidelines are not intended to restrict the SUNY campuses from developing off-campus programs. Rather, the guidelines are intended to encourage the development, improvement, and expansion of off-campus courses and programs, thereby continuing to provide the citizens of New York State greater access to quality public higher education.

Each SUNY unit will establish policies for off-campus instruction which are consistent with the following:

1. SUNY units shall have a published rationale for offering off-campus credit activities which is consistent with their campus missions and capabilities.

2. An administrative office shall be identified to coordinate and supervise off-campus credit-bearing activities.

3. SUNY units shall determine the community need for each planned off-campus credit-bearing activity.

4. SUNY units shall provide appropriate facilities for instruction and access to library resources for off-campus credit-bearing activities.

5. SUNY units shall provide academic advisement, financial aid information, counseling services and other support services for off-campus credit-bearing activities. Students shall be advised of the availability of such resources and services.

6. If part-time faculty are employed in teaching off-campus instructional activities, SUNY units shall develop procedures and criteria for the appointment of part-time faculty.

7. SUNY units shall develop a review process for courses to be taught off-campus which is similar to that used for on-campus courses.

8. Faculty teaching off-campus shall be evaluated by a process similar to those for on-campus faculty.

9. Each SUNY unit shall develop an orientation procedure to acquaint part-time faculty with policies and procedures that govern their responsibilities.

10. Opportunities shall be provided for part-time faculty teaching in off-campus credit-bearing activities to interact with their full-time faculty colleagues, e.g., faculty meetings.
11. If a SUNY unit plans to offer an off-campus credit-bearing activity in a geographic region where another SUNY unit/units is located, the initiating campus shall inform the Presidents of all other SUNY units within this geographic area of its proposed activity. This written notification shall take place even if the other SUNY unit/units cannot offer this proposed off-campus activity. If the proposed off-campus activity is one that the other SUNY unit/units has the capacity to offer and would be willing to offer, the SUNY unit proposing the activity shall obtain the approval of its plans from the other SUNY unit/units prior to scheduling the activity. If an agreement cannot be reached between two SUNY units about the offering of an off-campus activity, the conflict shall be submitted to the Provost for final resolution.

12. Cooperative arrangements between and among SUNY units should be encouraged in an effort to provide educational services to residents of the State.

* An off-campus credit-bearing instructional activity, as used in these guidelines, refers to credit-bearing courses and/or programs which are taught off-campus. It does not refer to field trips, internships, student teaching, cooperative education, international programs or the like, which are supervised by on-campus faculty for students enrolled primarily in on-campus programs.
MEMORANDUM TO CHIEF EXECUTIVE OFFICERS
OF POSTSECONDARY INSTITUTIONS IN NEW YORK STATE

Subject: Implementation of New Regulations on Off-Campus Instruction

On May 7 I sent you a copy of new regulations concerning postsecondary education which were approved by the Regents in April. In transmitting those regulations (CEO Memorandum No. 80-13) I indicated that I would be sending separate memoranda in the near future to discuss the implementation of certain of the new regulations. The present memorandum concerns implementation of new regulations on off-campus instruction (Subdivisions (r), (s), and (t) of Section 50.1 and Part 54 of the Regulations of the Commissioner of Education — see text in Appendix A). The regulations became effective September 2, 1980.

Off-campus collegiate instruction has expanded rapidly in our State and across the country during the past decade, extending access to postsecondary education to many adults, residents of sparsely populated areas, and others who find it difficult to enroll for courses at residential campuses. The purpose of the new regulations is to assure that off-campus instruction meets the quality standards required of all degree-credit instruction in New York and that it is fully integrated into our system of comprehensive, statewide planning for postsecondary education. The effective integration of off-campus instruction in our postsecondary planning is necessary so that high quality and broad access will continue to be associated in New York with the effective use of resources and with a rich diversity of institutions and programs.

Classification of Off-Campus Instruction

The off-campus regulations classify all instruction offered for credit at a location other than the institution's principal center into four categories. Courses offered anywhere in the State which carry credit toward a degree or certificate must be part of a registered program. In addition, separate Regents approval or Commissioner's approval is required for two of the four categories of off-campus instruction, as described in the following table.
<table>
<thead>
<tr>
<th>Categories of Off-Campus Instruction</th>
<th>Definitions</th>
<th>Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. EXTENSION SITE or INTERINSTITUTIONAL SITE</td>
<td>No complete programs AND 15 or fewer courses for credit AND 350 or fewer course registrations for credit in any academic year. [CR 50.1 (t)]</td>
<td>No separate approval required.</td>
</tr>
<tr>
<td>II. EXTENSION CENTER or INTERINSTITUTIONAL CENTER</td>
<td>No complete programs AND more than 15 courses for credit OR more than 350 course registrations for credit in any academic year. [CR 50.1 (s)]</td>
<td>Commissioner's approval required. [CR 54.1 (c) and (d)]</td>
</tr>
<tr>
<td>III. BRANCH CAMPUS OR INTERINSTITUTIONAL PROGRAM</td>
<td>One or more programs leading to a certificate or degree (any number of courses and course registrations per academic year) [CR 50.1 (r)]</td>
<td>Regents approval required. (master plan amendment, charter amendment, Regents permission, as appropriate.) [(CR 54.1 (a) and (b)]</td>
</tr>
<tr>
<td>IV. EXCEPTIONS</td>
<td>(a) outside New York State or on Federal territory (b) clinical or practice sites (c) courses offered to high school students in high schools (d) inside correctional facilities (e) Native American reservations (f) other exceptions granted by the Commissioner. [CR 54.2]</td>
<td>No separate approval required.</td>
</tr>
</tbody>
</table>

Categories of off-campus instruction conducted by one institution on the campus of another degree-granting institution were referred to but not named in the new Regulations. We are, therefore, assigning here the terms interinstitutional site, interinstitutional center [see CR 54.1 (d)] and interinstitutional program [see CR 54.1 (b)].

*Commissioner's Regulations — see text in Appendix A.*
Approval of Extension Centers

The new off-campus regulations clarify and bring together definitions and procedures already in effect with respect to extension sites and branch campuses. The principal new feature in the new regulations is the requirement that large off-campus centers offering less than a full program — that is, extension centers or interinstitutional centers — have the prior approval of the Commissioner. Extension centers in existence before the effective date of the regulations (September 2, 1980) have until September 2, 1981, to obtain the Commissioner's approval. Extension centers founded after September 2, 1980, must have the Commissioner's approval before beginning their operations.

The timetable for applications to the Commissioner for approval to operate an extension center or interinstitutional center is as follows:

<table>
<thead>
<tr>
<th>EXISTING CENTERS (as of September 2, 1980)</th>
<th>Application Due</th>
<th>For Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW CENTERS</td>
<td>January 1</td>
<td>the following September</td>
</tr>
</tbody>
</table>

Applications should be sent to my office in the same manner as applications to register a new program or to amend an institutional master plan. Units of State University and City University should submit applications through their respective central administrations.

A description of the information to be submitted with an application to operate an extension center or interinstitutional center is attached (Appendix B). The required information falls into three categories:

1. General information needed to locate and classify the center.
2. Academic information concerning the resources available at the proposed center or accessible to students enrolled for courses at the center.
3. Planning information needed to assess the impact of the proposed center on the Regents statewide goals for postsecondary education related to access, the effective use of resources, and diversity.

The Department will review carefully the information submitted with each application. It may, in some circumstances, request additional information, and it may decide to make a site visit to a prospective center. In every case where the center appears to meet academic quality standards, the Department will canvass other institutions in the region of the proposed center to determine their assessment of the center's likely impact upon existing programs and institutions.

The planning review of extension centers provides a checkpoint: an opportunity for institutions to inform us of the direction in which they hope to develop, and for the Department to assess whether the activities that are proposed will tend to benefit the postsecondary system of New York State considered as a whole.

The primary planning issue which must be addressed in each case, therefore, is whether the establishment and operation of a given center serves the Regents goals for postsecondary education in the State. The following questions suggest the criteria to be applied:
Access: A principal purpose of off-campus instruction is to expand access. Therefore we will be concerned with the extent to which extension centers and interinstitutional centers both expand access for students and increase the flexibility institutions need to meet new and changing conditions. What is the target population for the center? Will it, for example, increase access to postsecondary education for persons living in sparsely populated areas of the State?

Diversity and Choice: Would the proposed center be likely to harm existing institutions in the area? The burden of proof will be on institutions which express concerns to document any detrimental effects.

Effective Use of Resources: Does the proposed center represent an effective use of postsecondary education resources? Does the institution proposing the center have adequate resources to support this additional activity without weakening existing programs? Is there evidence of unmet need and demand that would justify the expenditure of State funds?

Insofar as possible, the Regents and the Department would like the institutions of a region to plan cooperatively to meet postsecondary need in that region. The new regulations [CR 54.1 (e)] allow the Commissioner to authorize a Regents Regional Advisory Council or equivalent organization to review applications for extension centers and branch campuses and to make recommendations to the Commissioner and the Regents. I have been in touch with several regional associations about ways of implementing regional reviews, and I would welcome more proposals. Regional planning review of off-campus offerings will be of particular importance in the first year of the new regulations, 1980-81, when we will be reviewing all existing extension centers and interinstitutional centers region by region.

Once granted, approval of an extension center or interinstitutional center will be continued, as is the registration of a degree program, unless or until the Department determines, as the result of a site visit and subsequent report on the visit, that the center no longer meets the requisite standards of academic quality.

Data Collection

For several years now the Department has included an inventory of off-campus locations in the package of data it collects each fall through the Higher Education Data System (HEDS). This year the HEDS package was mailed to institutions in July to be completed and returned to the Department by November 30. The 1980 data request on off-campus instruction, included in that package, has been simplified and redesigned to relate to the categories of off-campus instruction defined in the new regulations (Appendix C). The Department will review the data collected on the HEDS forms to be sure that institutions have applied for or obtained approvals as required for their off-campus credit-bearing instruction.
Further Information

If you have any questions about the new regulations on off-campus instruction or need advice about applying for approvals, please contact Dr. Donald J. Nolan, Assistant Commissioner for Higher Education Academic Review (518, 474-8299), or Mr. Byron P. Connell, Chief, Bureau of Postsecondary Planning (518, 474-7416).

Sincerely,

Dorothy Harrison-Blaney

Attachments:

- Appendix A  CR 50.1 (r) (s) (t), and Part 54.
- Appendix B  Application form for extension centers and interinstitutional centers.
- Appendix C  HEDS Data request on off-campus instruction.
APPENDIX A

REGULATIONS OF THE COMMISSIONER OF EDUCATION

Pursuant to Section 207 of the Education Law

Section 50.1

(r) Branch campus means a unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution offers one or more curricula leading to a certificate or degree.

(s) Extension center means a unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, but at which the institution either conducts more than fifteen courses for credit or has more than three hundred fifty course registrations for credit in any academic year.

(t) Extension site means a unit of an institution located at a place other than the institution's principal center or another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, and at which the institution conducts no more than fifteen courses for credit and has no more than three hundred fifty course registrations for credit in any academic year.
Section 54.1 Approval of off-campus instruction.

(a) Branch campuses.

(1) No independent institution shall establish a branch campus unless the institution is authorized to establish such branch campus by its charter and master plan, as approved by the regents.

(2) No public university or college thereof shall establish a branch campus unless the university is authorized to establish such branch campus by its master plan as approved by the regents and the governor.

(3) No degree-granting proprietary institution shall establish a branch campus unless the institution has the permission of the regents to establish such branch campus.

(4) The criteria to be used in reviewing the application of an institution to establish a branch campus will include:

   (i) the conformity of the curricula to be offered at the proposed branch campus with the standards of academic quality required by Part 52 of this Subchapter;

   (ii) the need or demand for the branch campus or the curricula to be offered there from the points of view of students or special groups of students such as military personnel and people in sparsely populated areas, potential employers of the graduates of such curricula, the institution, and the public;

   (iii) the impact of the proposed branch campus upon the institution and upon other institutions in the region and in the state as a whole; and

   (iv) the compatibility of the proposed branch campus with the Regents Statewide Plan for the Development of Postsecondary Education.

(b) No institution shall offer one or more curricula leading to a degree or certificate on the campus of another degree-granting institution unless the institution offering such curriculum or curricula is authorized to offer the curriculum or curricula at that site by amendment to its master plan or permission of the regents as described in subdivision (a) of this section.

(c) Extension centers.

(1) No institution shall begin to operate an extension center after September 2, 1980, and no institution shall, after September 2, 1981, continue to operate an extension center existing prior to September 2, 1980, unless the institution has applied for and obtained specific approval of the commissioner to operate such extension center.
In reviewing the application of an institution to operate an extension center, the commissioner will consider:

(i) the impact of the extension center upon the institution offering courses, including its impact on the quality of academic curricula registered at the institution;

(ii) the need or demand for the extension center and for the courses offered there for credit from the points of view of students or special groups of students including military personnel and people in sparsely populated areas, potential employers of the students completing those courses, the institution, and the public;

(iii) the impact of the extension center upon other institutions in the area and in the state as a whole; and

(iv) the compatibility of the extension center with the Regents Statewide Plan for the Development of Postsecondary Education.

(d) No institution shall conduct more than fifteen courses for credit or have more than three hundred fifty course registrations for credit in any academic year on the campus of another degree-granting institution unless the institution conducting such courses or having such registrations shall be authorized by the commissioner to conduct courses or have course registrations on that scale at that location, as described in subdivision (c) of this section.

(e) The commissioner may authorize the regents regional advisory council in a regents postsecondary education region, or, in a region in which no such council has been designated, an organization of degree-granting institutions deemed equivalent by the commissioner, to review proposed branch campuses, or curricula offered on the campus of another degree-granting institution, with respect to the criteria set forth in subparagraphs (ii), (iii), and (iv) of paragraph (4) of subdivision (a) of this section, and to review proposed extension centers, or course offerings on the campus of another degree-granting institution that require approval according to subdivision (d) of this section, with respect to the criteria set forth in subparagraphs (ii), (iii), and (iv) of paragraph (2) of subdivision (c) of this section, and to make recommendations to the commissioner on the need for such branch campuses, curricula, extension centers, or course offerings.

Section 54.3 Exceptions. The following shall not be subject to the provisions of section 54.1:

(a) Units of New York institutions located outside the state or on territory over which the Federal government has asserted exclusive jurisdiction.

(b) Registered clinical or field curricula, components of registered curricula, or courses within a registered curriculum, where such curricula, components, or courses require special facilities unavailable at the principal center.

(c) Courses offered for credit by a degree-granting institution to secondary school students within a secondary school, where those courses are part of a registered curriculum at the degree-granting institution.
(d) Courses or curricula offered by an institution within a correctional facility where those courses are part of registered curricula or where the curricula are registered at the institution's principal center or branch campus.

(e) Courses or curricula offered by an institution on the territory of a Native American reservation where those courses are part of registered curricula or where the curricula are registered at the institution's principal center or branch campus.

(f) Other off-campus offerings for credit which the commissioner determines warrant exceptional treatment.

Section 54.3 Registration and evaluation of off-campus instruction.

(a) Every institution shall maintain current records of all locations at which it offers courses for credit other than its principal center or branch campuses. Such records shall include the number of courses offered for credit at each such location and the number of course registrations for credit at each location. Institutions shall report this information to the commissioner upon request.

(b) All courses which an institution offers for credit at an extension site or an extension center shall be part of the registered curricula offered at an institution's principal center or branch campus and shall be subject to the standards required of all registered curricula by section 52.2 of this Subchapter.
APPENDIX B

APPLICATION FORM FOR APPROVAL OF EXTENSION CENTERS AND INTERINSTITUTIONAL CENTERS

Please provide the following information for each existing or proposed extension center or interinstitutional center.

I. General Information

1. Location of center ________________________________

2. Road mileage from center to the principal center of the institution ________________________________

3. List the number of credit courses (Do not count multiple sections of a single course as separate courses):
   a. offered during the last academic year ____________
   b. offered and projected for the current academic year ____________
   c. projected for the next academic year ____________
      (For this purpose an academic year is defined as the period from September 1 of one year to August 31 of the following year)

4. List the number of credit course registrations at the center:
   a. in the last academic year ____________
   b. in the current academic year ____________
   c. projected for the next academic year ____________

5. List any certificate or degree programs that can be completed entirely at the center ________________________________

6. Date when center began or is to begin operation ____________

II. Academic Information

A. Resources

1. Briefly describe the number and condition of classrooms, faculty offices, and administrative offices at the center.

2. If science, computer, or other courses normally requiring laboratories, studios and/or special equipment are offered, describe the facilities provided at the center.

3. Describe the plans for providing students at the center with library material.
B. Curriculum

1. Provide:
   a. a marked current catalog that indicates all credit courses that have been offered or are projected to be offered at the center.
   b. a description of any credit courses that have been offered or are projected to be offered that are not included in the catalog.
   c. a list of any credit courses that are not accepted toward the completion of any degree or certificate offered by the institution.

2. Indicate the maximum percent of a degree or certificate program a student may complete at the center.

3. Indicate any differences in admissions procedures and criteria, diagnostic testing, remediation services, and academic advising between the center and the principal center of the institution.

C. Faculty

1. List by name, division of the college, and full-time or part-time status all teachers who offer courses at the center. (Regular full-time faculty at the institution who teach at the extension center on overload are considered full-time. Full-time administrators at the institution who regularly teach at least one course per year are considered full-time faculty).

2. Describe the degrees, teaching experience, and pertinent professional experience for all faculty offering courses at the center in areas in which they do not possess a graduate degree.

D. Administration

1. Describe the administrative organization of the center noting specifically the name(s) and role(s) of the center administrator(s) and the relationships, including lines of responsibility, to the administration at the principal center.

III. Planning Implications

A. Financial Implications

1. Five-Year Estimate of Expenditures:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salaries</td>
<td>Admin. Costs</td>
<td>Facilities &amp; Equip. Costs</td>
<td>Library</td>
<td>Other (specify)</td>
</tr>
</tbody>
</table>
2. Five-Year Estimate of Revenues:

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<tbody>
<tr>
<td>Tuition Income</td>
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<td>Public Funding</td>
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<td>Foundation Support</td>
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<td>Other</td>
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Note: 1) If any outside funding is anticipated, please indicate how the costs of the center will be covered should such funds not be available.

2) Please detail any financial agreements with other institutions for joint operation of any center(s).

B. Need Implications

1. Justify, briefly but convincingly, the need for the proposed center:
   - Population to be served
   - Why need is not now being met by other institutions
   - How will need be met by establishment of the center?

2. Describe succinctly how need was measured or estimated:
   - Methodology used in collecting and analyzing data related to need
   - Potential employers of students to be enrolled at the proposed center (if appropriate)
   - Numbers of students, or special groups of students, who may have requested establishment of the center.

3. Explain briefly how the operation of the center will affect the proposing institution, and how the courses to be offered at the center are related to the overall mission of the institution.