

Oklahoma State University Policy and Procedures

**SUPPLEMENTAL CREDIT COURSES
OFFERED THROUGH EXTENSION**

**5-0202
UNIVERSITY EXTENSION;
INTERNATIONAL & ECONOMIC
DEVELOPMENT
April 2002**

POLICY

1.01 All supplemental credit courses, traditional and media-delivered, offered to students at sites apart from the Stillwater main campus (excluding OSU-Tulsa and Higher Education Centers) will be subject to these guidelines and to the OSRHE *Policies and Procedures Pertaining to the Delivery of Electronic and Traditional Off-Campus Courses and Programs and Oklahoma Learning sites*. In addition, "Oklahoma State University may offer on-campus credit courses through University Extension, International and Economic Development (UEIED) when such courses will enhance the academic mission of the academic departments concerned without conflicting or competing with regularly scheduled classes in that department or elsewhere in the University." OSU Policy and Procedures, 5-0201, University Extension, June, 1993

On-campus courses offered to supplement the regular schedule of classes or extension assisted/supported courses that utilize various media and make it unnecessary for students to meet in regular face-to-face sessions with faculty, will also be subject to these guidelines. These guidelines do not apply to computer or electronically augmented traditional campus instruction. Traditional correspondence study courses are not subject to these guidelines but semester-long independent study courses facilitated by the Office of Independent and Correspondence Study are subject to this policy.

1.02 Authority to Offer Supplemental Courses: Supplemental courses will be developed and coordinated in conjunction with college extension units and submitted for approval using the *Schedule of Classes – Supplemental Credit Courses* form (Attachment I). Such approval will apply to all courses described in I.01. above.

1.03 Authority to Offer Electronically Delivered Programs: In keeping with OSRHE *Policies and Procedures Pertaining to the Electronic Delivery of Courses and Programs*, State Regents approval is required to electronically extend existing campus-based academic programs if 1) courses are offered in such a manner or location that an individual student can take fifty percent or more of th

1.04 e courses for the major electronically, or 2) the program is advertised as

available in electronic form. Traditional off-campus and electronically delivered courses that enroll high school students require OSRHE approval. In addition, new programs to be delivered electronically will be submitted for approval in the same manner as on-campus resident programs.

1.04 To assure efficient and effective management of the processes for supplemental credit courses and to provide the appropriate level of service to nontraditional and traditional students, the following procedures will be adhered to by units involved in the process. Should the need occur to change any of the procedures outlined below, resolution of such issues will be coordinated between the Office of Academic Affairs (i.e., Associate Vice-President(s), Registrar, Bursar) and the central UEIED office. For the sake of consistency, neither individual staff members in the extension units nor the academic affairs units will attempt to resolve issues that potentially affect the entire function.

PROCEDURES

2.01 Associate deans in the academic colleges are primarily responsible for the academic offerings of their respective colleges. Likewise, they are responsible for the schedule of supplemental courses offered by their college. The department head and the faculty member of record are responsible for content and rigor of the course. For courses designated graduate level, the faculty member must be a member of the graduate faculty. Signature of the associate dean acknowledges this status.

2.02 Supplemental Course Approval: Each semester, in keeping with the timeline for creating the *Class Schedule*, extension units The term "extension unit," as used in this document includes the extension offices in the colleges of Arts and Sciences; Business Administration; Education; Engineering, architecture and Technology; Human Environmental Sciences; the academic deans' offices in colleges which do not have University Extension offices (e.g., the College of Agricultural Sciences and Natural Resources), and the Independent and Correspondence Study office. in conjunction with academic departments will develop the *Schedule of Classes – Supplemental Credit Courses* form to include those courses that will be offered as supplemental to the regular schedule. Courses may be in the traditional 16-week semester format or may be shorter duration mini-sessions (see Attachment II for mini-session schedule). Once agreed upon by academic departments and the participating extension unit, the *Schedule* will be submitted by the extension unit to the associate dean for approval at the college level. The college is responsible for assuring that instructors of courses carrying graduate credit are members of the graduate faculty. If a course is taught by an instructor who is not a member of the graduate faculty, students may not be granted graduate credit. When approved in the college, the *Schedule* will be submitted to the central UEIED office where all supplemental course *Schedules* will be reviewed and submitted to the Office of Academic Affairs for approval.

2.03 Electronically-Delivered Program Approval: If an academic department/college desires to offer an electronically-delivered program that culminates in the awarding of an academic degree or certificate, criteria as outlined in *OSRHE Policies and Procedures Pertaining to the Electronic Delivery of Courses and Programs* will be followed with the resulting paperwork sent to the associate dean of the college for processing through appropriate channels. Courses to support the program will be approved as outlined above in 2.02.

2.04 Administering Supplemental Courses: Extension units may support the offering department and/or college by providing services such as developing a budget; scheduling classrooms and/or time on OneNet/OSU media network; student registration; marketing; faculty stipends; coordination of class assignments and homework; book, CD ROM, and videotape distribution; and other assistance required to provide appropriate service to the student. The level of service desired of the extension unit will be agreed upon between the offering department and the extension unit. Extension units will prepare the form, *Schedule of Classes – Supplemental Credit Courses*.

a. Three deadlines for submitting the *Schedule of Classes* have been established. The first will be in time to include classes in the campus schedule and will be known as the first deadline. A second deadline each semester will allow units to submit requests that were not submitted in time to meet the campus schedule but will be early enough to allow for promotion. A third deadline will allow for submission of late requests (see Attachment III). Any request for approval to offer supplemental courses after the third date will be accompanied by a letter from the Associate Dean explaining the need to offer the course.

b. If electronic media are used to deliver part or all of the course, it will be so identified in the schedule and other promotions in such a way that the student may identify the delivery method (see Attachment III).

c. When institutional approval to offer supplemental credit classes has been obtained, the approved *Schedule of Classes - Supplemental Credit Courses* will be sent to the Registrar's Office by the central UEIED office. The *Schedule of Classes* for supplemental courses will indicate those courses that should be included in the class schedule, those that will enroll through Sectioning, and those that will enroll in the extension unit. The *Schedule* will also include the transcript subtitle for "0" ending courses. Extension units will also be provided copies of the approved *Schedule*.

d. At the end of each semester, extension units will prepare the *Request for Tuition Reimbursement* (see Attachment IV) for those courses that enrolled through Sectioning and submit to the central UEIED office by the deadlines listed on Attachment III. The UEIED office will request reimbursement from the Budget Office through the Office of Academic Affairs.

2.05 Course Call and Section Numbers: Supplemental courses included in the institutional schedule will be assigned call and section numbers at the time they are placed in the schedule. Other courses approved at the first, second and third deadlines will be assigned call and section numbers when submitted to the Registrar. Courses with a 5xx section number signify courses enrolled through Sectioning and courses with a 6xx section number represent all other supplemental courses. A course will not be assigned the 5xx or 6xx section designation unless requested by the central UEIED office through the approval process outlined above; i.e., academic departments will not include supplemental courses as part of their input to the campus schedule.

2.06 Course Cancellation: Should it become necessary to cancel a course, the offering extension unit will update the central UEIED database and contact the central UEIED office. A class will not be cancelled unless requested by the central UEIED office. The offering unit will also notify students already enrolled in the cancelled course.

2.07 Course Modification: Should it become necessary to modify a course (e.g., change dates, location, instructor), the extension unit will update the central UEIED database and generate a revised *Schedule of Classes* and submit the proposed change to the associate dean of the college. The associate dean will approve or reject the modified schedule. If approved, the modified *Schedule* will be submitted to the central UEIED office for review and submission for approval. The Registrar's office will not change a course's status without the approved *Schedule of Classes* form.

2.08 Admission: All students must be admitted to the university before being enrolled. Extension units are not authorized to admit or enroll students but may accept applications on the *Oklahoma State University Registration Form* developed for students wishing to enroll in 6xx sections (see Attachment V). Completion of the form does not constitute admission to the university nor enrollment in the course(s) listed on the form. Only the Office of Undergraduate Admissions or the Graduate College shall admit/enroll students. An application to take a supplemental course does not permit a student to circumvent the admission process or standards.

a. If a person registering for a supplemental course is not a current student, the registration form serves as an application for admission as a special student. Undergraduate students may be admitted as special students for up to a maximum of 9 credit hours and do not have to submit a high school

transcript but must have completed the appropriate sections of the registration form. While graduate special students may enroll in more than 9 semester credit hours as a special student, no more than nine semester credit hours of course work taken while a special student may be used on a plan of study to meet requirements for a degree. Graduate students must submit a transcript as well as a completed registration form. It is the student's responsibility to apply for full admission.

b. These forms are delivered to the Office of Admissions. Forms should not be held in the extension unit until the class is filled. As soon as the Registrar's Office received the approved *Schedule of Classes* for supplemental courses, students may be enrolled.

c. If a problem arises in the admission process, the Office of Undergraduate Admissions or the Graduate College will first check with the responsible extension office. The Office of Undergraduate Admissions or Graduate College personnel and appropriate extension office personnel will determine who will contact the student if necessary.

d. Once the student has been admitted, s/he will be enrolled in the class(es) and placed on the class roll.

e. Units should regularly check the student database (SIS screen 107) to determine if students have made it through the admissions process and are included on the class roll.

2.09 Enrollment: To the extent possible, enrollment in classes will be through Sectioning, and fees will be collected by the Bursar. For those classes that must enroll through the extension unit, the following steps should be taken to facilitate the registration.

a. The prospective student will complete and sign the registration form. The office managing the registration may fill out the form for the student, but prior to submitting for admission, the form must have the student's signature. The form must be completed in black ink or typewritten. Faxed forms are acceptable.

b. If the student is currently enrolled or has been a student at OSU, college extension personnel should check the student database (SIS screen 148) to ascertain if the student is eligible (no holds). If the student has a "hold", s/he must clear the hold before registration. If an enrollment is cancelled because of a hold, the student must start over in the enrollment process.

c. Whenever possible, students will be enrolled prior to the start of class. However, because of the nontraditional nature of many students enrolled in supplemental classes, this is not always possible. To be of greatest service to students, the following shall apply:

1. In a typical sixteen-week class, the student may enroll any time during the first week of classes without being considered a late enrollment. This would mean that the student must submit the completed registration form and be admitted and enrolled during the first week (students who had already been admitted would only have to be enrolled).
2. In classes that deviate from the sixteen-week format, the student may enroll/drop/add during the periods established for mini-sessions by the Registrar's office (see Attachment II).

2.10 Audit Enrollment: A student who does not wish to receive credit in a supplemental course may enroll as an "audit student." The university's guidelines concerning audit enrollment apply to supplemental courses. Any individual 65 years or older may audit a class at no charge. The audit fee for individuals less than 65 years old is the same as Oklahoma resident tuition.

2.11 Withdrawing and Dropping: "Withdrawing" refers to withdrawing from all courses in which a student is enrolled for a given semester. "Dropping" refers to the dropping of one or more courses while remaining enrolled in at least one course for a given semester. The institution's policy concerning fee refund in these cases applies to supplemental courses.

2.12 Fees: The institution's current on-campus fee structure serves as the basis for fees charged for supplemental courses. However, OSRHE intends "to the extent possible through the authorized fee structure, full institutional cost be recovered for electronic media and traditional off-campus offerings. All new sites for traditional off-campus sites shall be provided at no expense to the state." OSRHE Policies and Procedures Pertaining to the Electronic Delivery of Courses and Programs and the Policy and Procedures pertaining to Off-Campus Programs and Courses.

a. Students enrolled in supplemental courses taught on campus utilizing university facilities will be expected to pay the same tuition and other fees paid for resident courses.

1. Under the university's Student Activity, Health, and Daily O' Collegian Fee Policy, it is possible to waive the student activity, health, and Daily O' Collegian fees for some courses. Certain groups of students in special courses may be on campus for very short time intervals. Waivers may be requested for these courses when 1) the student is enrolled only in this

specialized course offered for a special interest group and are not enrolled in any other courses at the University, of when 2) the course requires that the student reside off campus for the entire semester (medical technology, geology and forestry summer camps). Such courses typically are offered at unusual times and presented in a concentrated format.

2. If the offering college believes a waiver is justified and the associate dean approves, space is provided on the *Schedule of Classes* to request a waiver.

b. Students enrolled in off-campus and electronic media courses will be expected to pay the institution's established rate for tuition, and in addition, may be charged additional fees at levels approved by the OSRHE (see Attachment VI).

c. Government entities, including but not limited to, the military, profit and nonprofit associations, corporations, and other private entities, may contract for the delivery of off-campus and electronic media programs and courses in an amount sufficient to cover the cost of delivery of such courses and programs. In such a contractual arrangement, fees are not subject to the limitations in 2.12b above. Fees negotiated, however, are subject to approval by the OSRHE on a case-by-case basis.

2.13 Billing:

a. Tuition/fees collected by the Bursar's Office for supplemental courses enrolled through Sectioning will be returned to the central UEIED office at the end of each semester. The central UEIED office will disburse the appropriate division of tuition/fees to each extension unit.

b. Supplemental courses not enrolled through Sectioning should use the University's Billing and Receivable System (BRS) that is centralized in the Office of the Bursar. This will centralize many of the federal and state reporting requirements such as the Hope and Lifetime Learning (TRA-97) requirements that have been imposed on higher education.

c. In order for a charge to be posted on a student account, a student (BRS) account must be created. If a student has been admitted to the University, a student account has been created through the admissions process.

d. A charge cannot be placed on a student account without a subcode. The subcode will be used to post and subsequently identify charges that are placed upon the students' (BRS) accounts. The subcode also directs

revenue into the appropriate college/departmental budget. When offering supplemental courses not enrolled through Sectioning, units should request a subcode (from the office of the Bursar) through the UEIED Office (see Attachment VII). The Office of the Bursar will assign standardized subcodes and return to UEIED for distribution to college extension offices.

e. Costs or rates for courses do not need to be specific for each subcode; e.g., distance learning rates differ from traditionally delivered courses but both use the same subcode.

f. Charges may be posted manually (on BRS screen 432) or through an electronic feed. If there are fewer than 100 entries, charges should be placed manually by the offering unit. OSU staff may have data entry access to the BRS which is requested through the Office of the Bursar (Systems, 334 Student Union). If there are greater than 100 transactions, an electronic feed may be used to post the charges. The transmission of the electronic feed should be formatted as indicated on BR Detail Transaction (see Attachment VIII). Billings must be received in the Office of the Bursar by the 25th of the month for the charges to be included on the next month's billing statements.

g. Students will be sent a billing statement at the first of each month for any activity on the student's (BRS) account, directing them to pay the Office of the Bursar. The offering unit should also advise the student to pay directly to the Office of the Bursar. Upon payment, the student's (BRS) account will be credited. If the offering unit receives payment at any time, payment should be deposited by the unit to the student's (BRS) account.

h. Contract billings are coordinated by the Office of the Bursar for any agency or company that would like an official billing statement from the University. In order to process contract billing, departmentally assigned student and sponsor subcodes will be used. Contract billings can be processed for any number students. If the agency or company does not have an external or 88X-XX-XXX (BRS) account, an account request form (see Attachment IX) can be completed and forwarded to the Office of the Bursar (Systems, 334 Student Union). "Finance Charge Exempt" should be noted on the form with the reason of "contract billing of sponsored students." For example, if a company has a group of 30 students and will pay 100% of the cost, a bursar account will be set up in the company's name. The offering unit will

enter credits (on BRS screen 432) to the 30 student (BRS) accounts and corresponding debits to the company bursar account. Monthly billing statements will be generated and mailed on the first of the month.

i. Reports will be provided by the Office of the Bursar on a monthly basis or as requested through the Bursar Systems section. Bursar Accounting will continue to reconcile monthly these subcodes to miscellaneous billed FRS accounts.

Accepted by: UEIED Credit Course Committee
University Extension Council
Instruction Council
Council of Student Academic Services Directors

Deans Council