

APPENDIX F

ACADEMIC EXTENSION POLICIES AND PROCEDURES

(5-18-89; 12-14-89; 2-14-91; 5-16-91; 6-27-91; 11-14-91; 2-20-92; 4-18-96; 9-18-97; 6-24-99; 11-15-07)

1. PHILOSOPHY

Changing demographics and changing workplace demands are among the environmental shifts that are challenging traditional requirements for productive employment and enlightened citizenship. Academic extension at Regents universities accepts the on-going responsibility (1) to identify the configurations of knowledge and skills needed by adults to compete and thrive and (2) to provide continuing education and lifelong learning programs that assist individuals and groups in acquiring the postsecondary education they need.

Underlying these efforts is a philosophy which emphasizes students' needs. This philosophy recognizes that academic extension students are a diverse population with differences in educational requirements, motivation, constraints, goals, access and opportunities. To accommodate these differences, academic extension programs are designed to reach established as well as underserved constituencies.

Using available learning resources, including electronic delivery, academic extension programs at Regents universities collectively work toward increasing opportunities for the entry and reentry of individuals and groups into higher education by assisting them to overcome or minimize participatory barriers such as location, employment, finance, and family-social-civic responsibilities. These efforts, which may involve a variety of course and delivery formats, are sustained by a commitment to developing and maintaining convenient, quality and affordable services and instruction.

2. GENERAL CONCEPTS

- a. College or university academic extension is the administrative vehicle for extending the institution's instructional and research resources through service to the people of the State. Extension courses and programs may be offered for academic credit or they may be noncredit, and they can be delivered via distance education or through off-campus face-to-face instruction. Programs covered by the term academic extension are separate and distinct from those offered by the Cooperative Extension Service at Kansas State University.
- b. Academic extension is an integral part of higher education and when it is offered for credit should be publicly and institutionally supported commensurate with the needs of society and at a level that provides for high quality programs in Kansas.
- c. Credit awarded by a Regents institution or Washburn University for extension courses shall be accepted for transfer by other Regents institutions. Application of transfer credit toward fulfilling degree requirements shall remain the prerogative of the faculty of the receiving institution. (6-24-99)
- d. The Board of Regents supports the exploration and use of electronic and other media to deliver quality distance education courses and programs. The Board also endorses coordinated and cooperative efforts in the planning and delivery of off-campus face-to-face academic extension courses and programs.
- e. Except in early stages of development, mediated programs and/or courses should pay through program revenues for the additional costs associated with mediation. Campuses should assess fees to cover such additional costs.
- f. Decisions to offer academic extension courses shall be guided by the following:
 - (1) Mission of institution.
 - (2) Need for specialization of programs and diversity of formats, time frames or cost structures.

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- (3) Availability of adequate instructional and fiscal resources.
- (4) Cooperation between institutions.

3. **DEFINITIONS**

- a. "Campus" is defined as the buildings and grounds located within the specific boundaries of the respective Regents institutions or Washburn University; provided, however, that the Wichita State University campus, for purposes of academic program offerings and contractual arrangements with community colleges and technical colleges, is defined as the City of Wichita and industrial sites contiguous to the City. (4-18-96, 6-24-99)
- b. "Credit" refers to a unit of measure of educational experience within a planned curriculum leading to a degree.
- c. "Base credit academic extension" refers to courses that receive state funding, that are offered for credit, and where the majority of instruction occurs at sites physically located off the institution's campus.
- d. "Nonbase credit academic extension" refers to courses that do not receive state funding and that are offered for credit at sites physically located off the institution's campus.
- e. "Noncredit academic extension" refers to educational activities, such as workshops, seminars, conferences and short courses offered for Continuing Education Units or without academic credit for which a fee is charged. These activities receive no direct financial support from the state.
- f. Distance education courses are those in which faculty and students are physically separated in place or time and in which two-thirds or more of the instruction is provided via some form of mediated delivery system (i.e., 10 or more hours of instruction per credit hour are delivered via audio or videotape, live interactive video, CD-ROM, the Internet or World Wide Web, etc.).
- g. A distance education program is one in which the proportion of content delivered via distance learning is fifty percent or more. (9-16-10)
- h. "Regular faculty" is a member of the faculty who holds an appointment (full or part-time) with the rank of instructor or higher.
- i. An "academic extension specialty program" is a sequence of off-campus face-to-face courses that may be base or nonbase, credit or noncredit, and that has been approved for delivery at a specific location or locations outside of the institution's approved geographic service area.
- j. "Kansas City metropolitan area" is Johnson and Wyandotte Counties. (11-15-07)

4. **GEOGRAPHIC SERVICE AREAS**

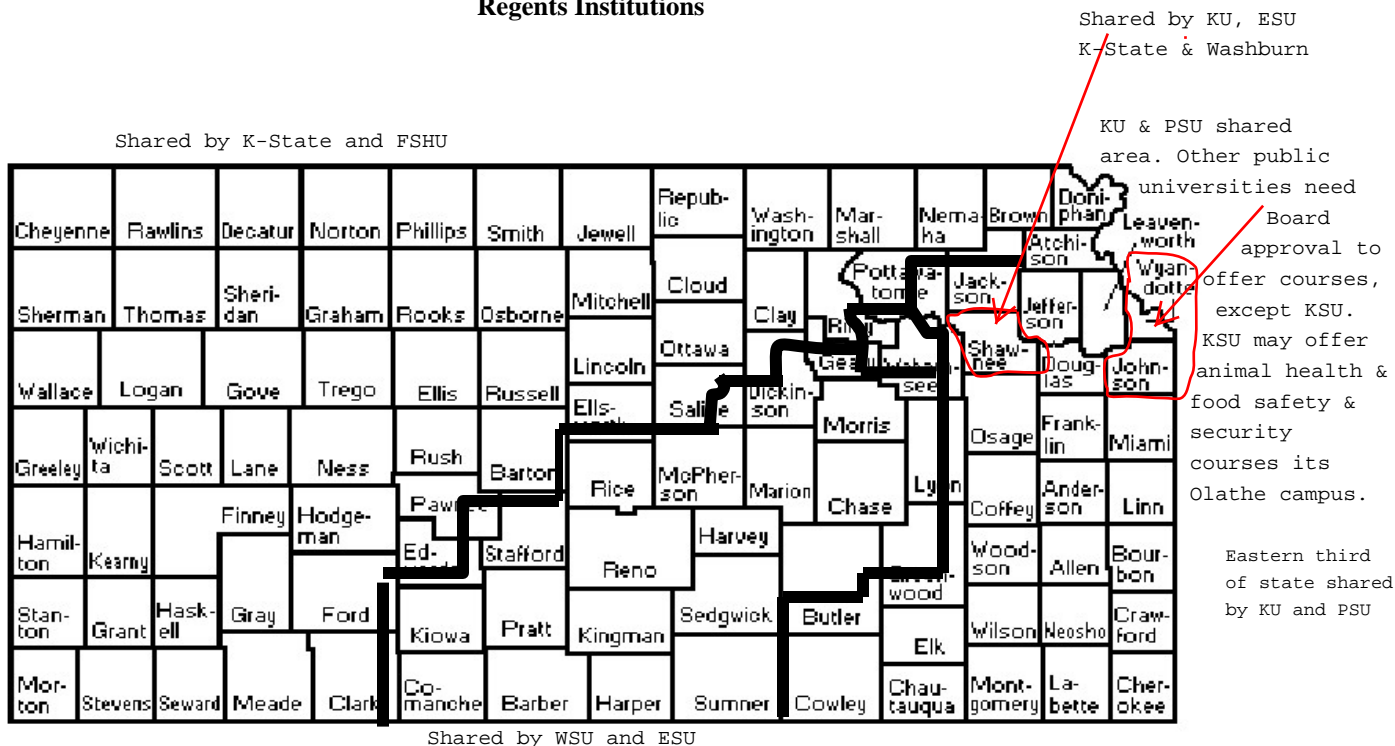
- a. In-Areas, Responsibilities and Requirements

(1) The state shall be divided into three geographic areas to ensure that needs for off-campus face-to-face courses and programs are met without unnecessary duplication. Except as otherwise provided pursuant to paragraph (8) of this section, these areas shall be served dually by the University of Kansas and Pittsburg State University, Wichita State University and Emporia State University, and Kansas State University and Fort Hays State University. Geographic service areas shall be established by the Board. (See "Map of Geographic Jurisdiction Areas" at the end of this section.) In addition, KU, KSU, ESU, and Washburn University will share responsibility for serving Shawnee County. Instances of apparent duplication in Shawnee County among Regents institutions and Washburn University shall be evaluated and resolved by the Board's Vice President of Academic Affairs on an individual basis as the occasion and need arise. (6-24-99; 11-15-07)

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- (2) Assignment of particular geographic service areas to specific Regents institutions and Washburn University applies only to off-campus academic extension courses and programs that are delivered on a face-to-face basis. Geographic service areas do not apply to distance education courses or programs. (6-24-00)
- (3) The institutions that share a geographic service area have primary responsibility for meeting the needs of the area and take precedence over other Regents institutions and Washburn University in offering off-campus face-to-face academic extension courses and programs within the area. (6-24-99)
- (4) The institutions that share a geographic service area have the responsibility to request other Regents institutions or Washburn University to serve identified or expressed needs when the primary institutions are unable to do so. (6-24-99)
- (5) Institutions shall submit reports on academic extension courses and programs to the Board on an annual and periodic basis as required.
- (6) Subsequent to institutional identification of specific courses comprising the curriculum, and approval by the Council of Chief Academic Officers and the Vice President of Academic Affairs, an off-campus face-to-face program will be designated as an “academic extension specialty program” and may be offered at approved locations or statewide for a period not to exceed ten years. Requests for approval of academic extension specialty programs should follow the format described at the end of this appendix. Renewal of an academic extension specialty program designation requires the approval of the Council of Chief Academic Officers and the Vice President of Academic Affairs. (6-24-99; 11-15-07)
- (7) With the exception of the Kansas City metropolitan area, off-campus face-to-face academic extension courses which are not part of an approved academic extension specialty program and offered outside an institution’s geographic service area must be reviewed and approved by the other Regents institutions in the service area and by the Vice President of Academic Affairs prior to any public announcement of the course or program. (11-15-07)
- (8) Off-Campus face-to-face academic extension courses and programs which are not part of an approved academic extension specialty program and offered outside an institution’s geographic service area in the Kansas City metropolitan area must be approved by the Board and require additional documentation concerning the need/demand and a justification for any duplication. (11-15-07)
- (9) The Board encourages institutions to respond to local educational needs within their approved geographic service areas, including certificate, workforce training, and noncredit courses and programs.

**MAP OF GEOGRAPHIC JURISDICTION AREAS
Regents Institutions**



b. Out-of-State Offerings

(1) Courses to be offered by a Regents institution or by Washburn University outside the State of Kansas must be approved by the Director of Academic Affairs; out-of-state degree programs must be approved by the Board prior to public announcement of the course or program. Courses and programs qualifying as distance education courses as defined in 3.f in Appendix F are exempt from this policy. (6-24-99)

Exceptions:

- (a) Field study courses are exempt from approval even when the "field" component includes offering of instruction at a location outside an institution's geographic service area.
 - (b) Noncredit academic extension courses and programs offered by a Regents institution outside the State of Kansas are exempt from approval but must be reported annually.
- (2) Regents universities or Washburn University offering courses and programs in other states shall comply with those states' statutes, rules and regulations. If compliance is not feasible, the course or program will not be available in that state and any students enrolled shall be withdrawn. (6-24-99)
- (3) Direct costs, including cost of instruction, must be supported by restricted fees with the following exception: credit academic extension courses offered to an institution's regularly enrolled students at an out-of-state location or locations, including abroad, which take advantage of unique educational resources critical to the instruction, may be included in the instructional base.
- (4) Except for royalties payable under an institution's intellectual property policy, out-of-state instruction designed to produce a profit for any individual who is an employee of the State of Kansas is prohibited.

5. **ADMINISTRATION**

a. The Director of Academic Affairs of the Board shall:

- (1) Approve or disapprove requests for face-to-face academic extension courses to be delivered outside assigned geographical service areas in accordance with Board policy.
- (2) Coordinate systematic assessment of state need for academic extension services.
- (3) Be responsible for maintaining appropriate academic extension records.
- (4) Be responsible for producing state-level reports as assigned.
- (5) Be responsible for monitoring the execution of Board policy systemwide.

6. **FACULTY**

The selection of qualified faculty for academic extension shall follow established campus appointment and operating procedures.

7. **MAINTENANCE OF QUALITY**

- a. It is the responsibility of the chief academic officer of each Regents institution and Washburn University to ensure that institutional procedures, including new program approvals and existing program reviews, result in high standards of quality in academic extension courses and programs. (6-24-99)
- b. Instructional and student support services for academic extension courses and programs, including library and laboratory resources, shall be appropriate to the needs of the course.

8. **GUIDELINES FOR SUBMITTING REQUESTS FOR APPROVAL OF A PROGRAM AS AN ACADEMIC EXTENSION SPECIALTY**

a. Background

An “academic extension specialty” is a program unique to a Regents institution or Washburn University that may be offered at approved locations or statewide for a period not to exceed ten years.

These guidelines were revised to conform with changes made to Appendix F of the Board Policy Manual on September 18, 1997. In matters related to these guidelines, the Board staff shall act as agents for the Board.

b. Guidelines

- (1) A written request for approval of an academic specialty must be made to the Council of Chief Academic Officers (COCAO) through the Board staff
- (2) The request must present information in the following format:
 - (a) Name and CIP code of the proposed program.
 - (b) Degrees that may be awarded through the program.
 - (c) Statement of need for the program substantiated with data.

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- (d) Purpose of the program
 - (e) Students likely to enroll in the program and estimated enrollment.
 - (f) Unique and distinguishing features of the proposed program, such as its faculty, facilities, resources, and history sufficient to support designation as an academic extension specialty.
 - (g) Curriculum, including the department, number, name, and a brief description of content for each course within the program.
 - (h) Other information which the institution may wish to provide in support of its request.
 - (i) Name, title, address, and telephone number of the designated representative of the program.
 - (j) Signature of the Chief Academic Officer of the institution authorizing the request.
 - (k) Date of the request.
 - (l) Specific locations where the program will be offered.
 - (m) Requested approval period.
- (3) By a majority vote, COCAO will recommend approval or denial of the proposed specialty program, including the curriculum, to the Board's Director of Academic Affairs.
- (4) Any changes in the approved curriculum must be approved by COCAO and the Director of Academic Affairs.
- (5) Board staff will maintain information about the curriculum and courses of approved academic extension specialties for use in reviewing requests to offer courses outside the institution's geographic jurisdiction area.
- (6) In the tenth year after its approval by COCAO, or at the end of the approved period, the university may indicate its desire to continue an academic extension specialty by providing updated information outlined in item 2 above to COCAO with a copy to Board staff.
- (7) If an institution does not provide this information by January 1 of the year the program approval ends, this designation will be terminated on May 30 of that year.
- (8) Board staff will schedule a review of the academic extension specialty by COCAO upon receipt of updated information from the institution.
- (9) The same process used to designate the academic extension specialty initially will be repeated in order to determine if the academic extension specialty designation will be continued. (6-24-99)

19-5005. Same; appropriation of revenue; remittance; expenditure of funds, purposes and procedures; powers of authority limited, eminent domain; annual report; audit; authority of board of regents unchanged. (a) All revenue received by the county treasurer pursuant to this act shall be appropriated by the county to the Johnson county education research triangle authority. The authority shall remit such funds for expenditure in equal shares by designated officials for the Edwards campus of the university of Kansas, the Johnson county location of Kansas state university and the university of Kansas medical center's Johnson county locations. All such funds shall be spent for building construction, academic and research program development and growth, faculty and staff recruitment and retention, and operations and maintenance in support of: (1) The undergraduate and graduate programs at the Edwards campus of the university of Kansas;

(2) the research and education programs in animal health and food safety and security at the Johnson county location of Kansas state university; and

(3) the medical education and life sciences and cancer research programs at the university of Kansas medical center's Johnson county locations.

(b) All such expenditures shall be in compliance with the purposes of this act and shall be certified as such to the authority and to the Kansas state board of regents by appropriate officials at the university of Kansas, Kansas state university and the university of Kansas medical center. Such expenditures shall also comply with the policies of the Kansas state board of regents and applicable state and federal laws.

(c) No more than two percent of funds so collected in any fiscal year shall be used for the administrative expenses of the authority or its board of directors.

(d) The authority shall have no authority to issue bonds or to exercise the power of eminent domain.

(e) The authority shall issue an annual report to the board of regents, the legislature and the board of commissioners of Johnson county.

(f) The authority shall be subject to legislative post audit and audit by the board of commissioners of the Johnson county internal auditor.

(g) Meetings of the board of directors of the authority shall be subject to the Kansas open meetings act and records of the authority and the board shall be subject to the Kansas open records act.

(h) Unless state general fund appropriations for the university of Kansas, Kansas state university, and the university of Kansas medical center are reduced by action of the legislature or the governor, state general fund support of such institutions shall not be reduced below the level of support in effect on the effective date of this act.

(i) The Kansas board of regents shall remain responsible for the governance of these institutions, including approval of any academic programs and the regulation thereof, and shall be responsible to the authority for institutional compliance with the purposes of this act.

History: L. 2007, ch. 158, § 5; July 1.

71-609. Same; subjects and courses taught outside home county, certain authorizations required. (a)

No amount of state funding shall be based upon enrollment in any subject or course the principal part of which is taught at a location outside the county of the main campus of the community college, unless the location of such subject or course is specifically authorized by the state board of regents.

(b) (1) No amount of state funding shall be based upon enrollment in any subject or course which is taught in a county in which the main campus of a state educational institution is located, unless the teaching of such subject or course is specifically authorized by the chief executive officer of the state educational institution or by a designee of the chief executive officer. The chief executive officer of each state educational institution may designate and authorize a person or committee to act on behalf of the chief executive officer in granting the authorizations required by this subsection.

(2) For the purposes of this subsection, the term "main campus of a state educational institution" as applied to Kansas state university of agriculture and applied science means and includes the campus of the university located in Riley county and the campus of the university's college of technology located in Saline county.

History: L. 1973, ch. 274, § 15; L. 1978, ch. 278, § 6; L. 1979, ch. 217, § 3; L. 1980, ch. 207, § 35; L. 1986, ch. 259, § 4; L. 1992, ch. 248, § 7; L. 1993, ch. 265, § 10; L. 1994, ch. 179, § 1; L. 1995, ch. 207, § 3; L. 1996, ch. 152, § 6; L. 1998, ch. 176, § 3; L. 1999, ch. 147, § 44; L. 2011, ch. 97, § 16; July 1.

Kansas Administrative Code

Agency 88. KANSAS BOARD OF REGENTS

Article 26. COMMUNITY COLLEGES

§ 88-26-14. Approval of out-district courses

(a) Each application for approval of an out-district course shall be submitted to the state board. The application shall be reviewed by the board staff to determine whether the proposed out-district course meets all of the following requirements:

(1) There is a local or regional need for the proposed out-district course.

(2) The proposed out-district course is in the region assigned to the applicant institution by the state board, or there is a documented need for the applicant institution to offer instruction outside this assigned region.

(3) The proposed out-district course is not offered to provide recreation or to enhance recreational interests that are not applicable to a regular college instructional program.

(b) If the board staff determines that all of the requirements specified in subsection (a) are met, the approved request shall be sent to the applicant, in writing, within 15 days after the date that the recommendation to approve the request is made.

(c) If the board staff determines that the requirements listed in subsection (a) are not met, the applicant shall be notified, in writing, of the determination, which shall include the reason or reasons for the determination. The applicant shall be advised of the right to request a review of the determination in accordance with K.A.R. 88-26-15.

(d) Each applicant shall be sent a notice under subsection (b) or (c) of this regulation within 30 days of the date the application is received by the state board.

History. Authorized by and implementing K.S.A. 71-201, K.S.A. 71-301a, as amended by 2003 HB 2343, § 10, and K.S.A. 71-403, as amended by 2003 HB 2343, § 17; effective Oct. 29, 2004.

§ 88-26-15. Review of program or out-district course disapproval

(a) Any community college may request a review of any determination made under K.A.R. 88-26-6 or K.A.R. 88-26-14.

Each request for review shall be made, in writing, within 15 calendar days of the date that notification of the determination was mailed to the community college. The request for review shall be submitted to the president and chief executive officer, who shall conduct a fair and objective review within 21 calendar days of receiving the request for review. This review may include a hearing by phone or in person with representatives of the community college and board staff members.

(b) The appeal shall be ruled upon by the president and chief executive officer within 10 calendar days of the hearing, and this decision shall be sent in writing to the president of the community college. The decision of the president and chief executive officer shall be deemed a final agency action for purposes of the Kansas judicial review act.

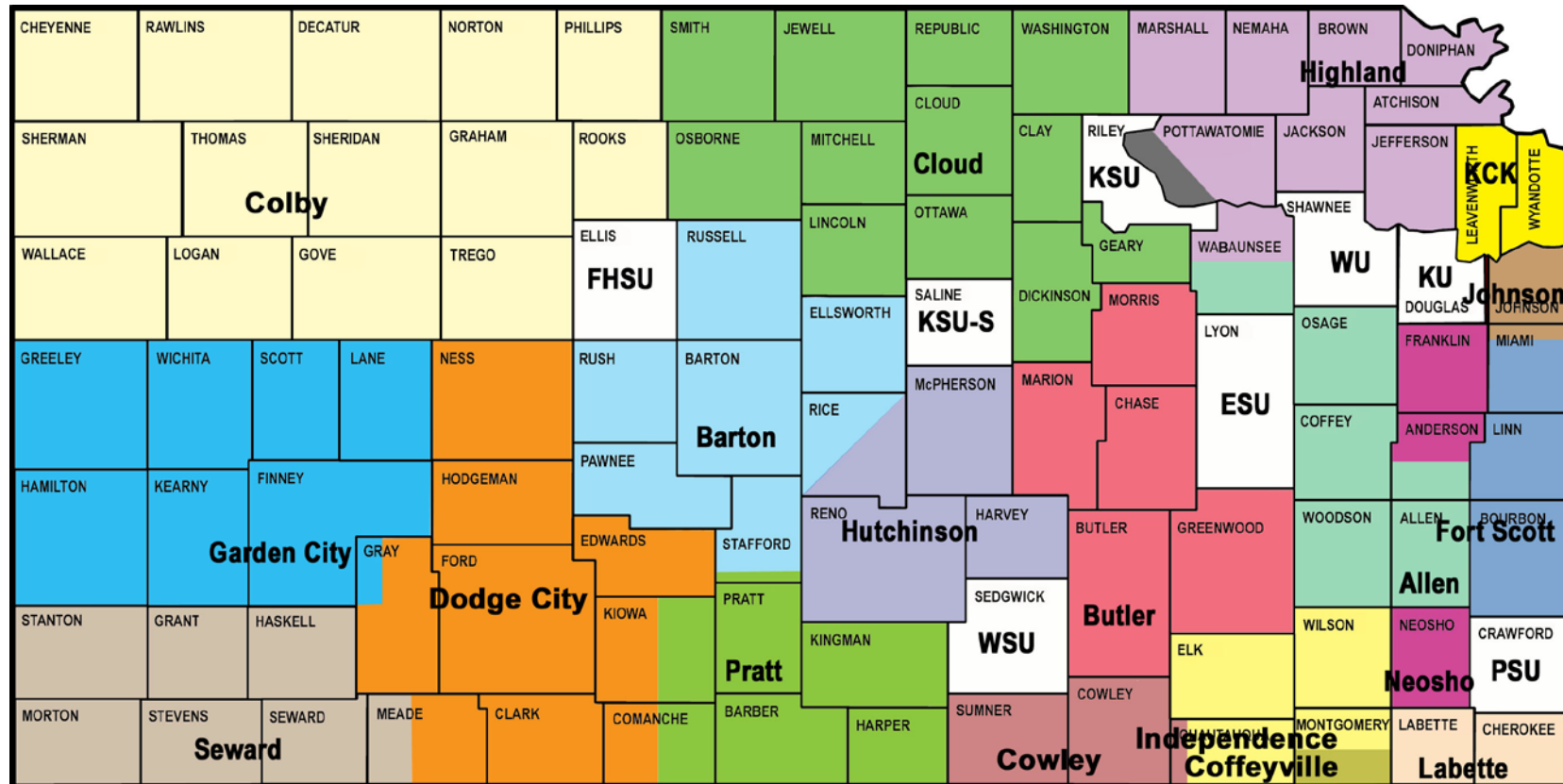
History. Authorized by and implementing K.S.A. 71-201, K.S.A. 2003 Supp. 71-301a, K.S.A. 2003 Supp. 71-403, K.S.A. 72-7514, and K.S.A. 74-32,140; effective Oct. 29, 2004.






















§ 88-26-16. Out-district courses disapproved for community college operating grant purposes

Out-district courses offered to provide recreation or to enhance recreational interests that are not applicable to a regular college instructional program shall not be approved for operating grant purposes.

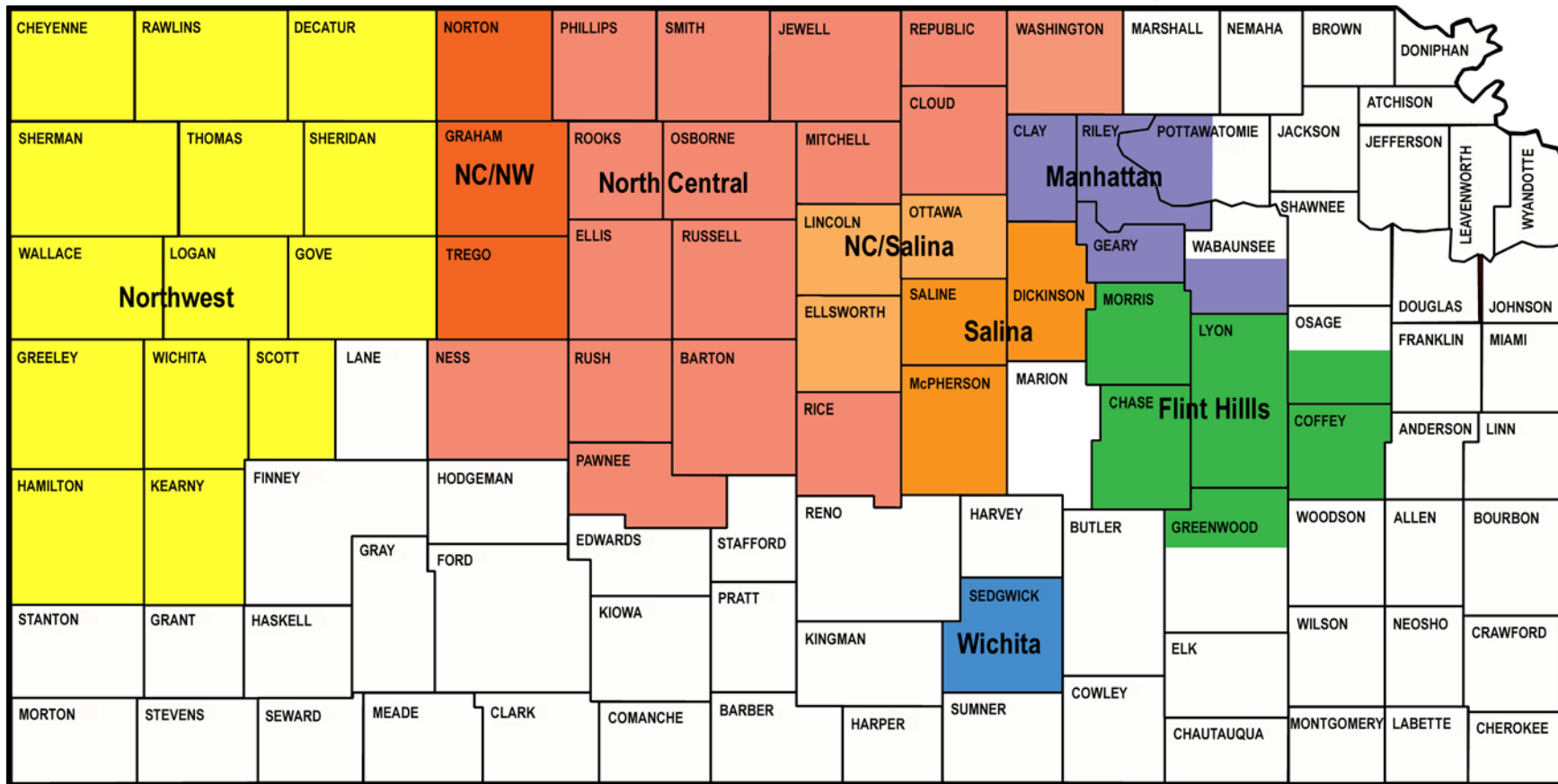
History. Authorized by and implementing K.S.A. 71-201, K.S.A. 2003 Supp. 71-301a, K.S.A. 2003 Supp. 71-403, K.S.A. 72-7514, and K.S.A. 74-32,140; effective Oct. 29, 2004.

Kansas Community Colleges and Service Areas







- | | |
|--|---|
|  Allen Community College, Iola |  Hutchinson Community College and Area Vocational School, Hutchinson |
|  Barton Community College, Great Bend |  Independence Community College, Independence |
|  Butler Community College, El Dorado |  Johnson County Community College, Overland Park |
|  Cloud County Community College, Concordia |  Kansas City Kansas Community College, Kansas City |
|  Coffeyville Community College, Coffeyville |  Labette Community College, Parsons |
|  Colby Community College, Colby |  Neosho County Community College, Chanute |
|  Cowley College, Arkansas City |  Pratt Community College, Pratt |
|  Dodge City Community College and Area Technical Center, Dodge City |  Seward County Community College and Area Technical School, Liberal |
|  Fort Scott Community College, Fort Scott |  State Universities/Washburn |
|  Garden City Community College, Garden City |  Unassigned |
|  Highland Community College, Highland | |

Territories of Technical Colleges



-  **Flint Hills Technical College**
Emporia
-  **Manhattan Area Technical College**
Manhattan
-  **North Central Kansas Technical College**
Beloit
-  **Northwest Kansas Technical College**
Goodland

-  **North Central/ Northwest Shared**
-  **North Central/ Salina Shared**
-  **Salina Area Technical College**
Salina
-  **Wichita Area Technical College**
Wichita