

# Oklahoma State University Policy and Procedures

**ON-CAMPUS CREDIT COURSES OFFERED THROUGH  
EXTENSION**

**5-0201  
UNIVERSITY  
EXTENSION  
JUNE 1993**

## POLICY

1.01 Oklahoma State University may offer on-campus credit courses through extension 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. The assignment of these courses to regular faculty should not interfere with the assigned responsibilities of the faculty to teach regular on-campus courses. Normally, on-campus extension credit courses will be designed by an academic department to:

- serve the needs of targeted off-campus audiences, typically non OSU degree-seeking individuals who are meeting special professional or other requirements;
- offer OSU's regular on-campus students special academic experiences which enrich and supplement the regular curriculum; and
- provide course work to off-campus audiences as well as traditional degree-seeking students during periods when the University does not schedule regular courses (e.g., August, early January).

A college may, on occasion and under very special circumstances, use extension to meet unanticipated demand for regularly scheduled courses.

1.02 Oklahoma State University Policy and Procedure letter 2-0209 defines the standards for awarding a semester-credit-hour. The policy requires adherence to the standards established by the Oklahoma State Regents for Higher Education (OSRHE) with regard to the semester-credit-hour. To ensure that academic standards are maintained for both out-of-class preparation and instructional contact hours, Oklahoma State University adopted the following definition of a semester-credit-hour:

As a general guideline, a semester-credit-hour represents a total of three hours (150 minutes) per week for a 16 week period of preparation and classroom and/or laboratory work conducted under the guidance of a qualified instructor, including examination days, but exclusive of enrollment, orientation, and vacation days.

The semester-credit-hour is calculated as follows:

One semester-hour of credit will normally be awarded for a class meeting one hour (50 minutes) per week for 16 weeks, including organized examination days but exclusive of enrollment, orientation, and vacation time. Additionally, approximately two hours (100 minutes) of out-of-class preparation are expected for the average student for each hour in class. Thus, a course for one semester-credit-hour would normally require 16 class hours and approximately 32 hours of out-of-class preparation for a total of approximately 48 hours of work by the average student.

In most instances, laboratory work is not considered to be the equivalent of a formal classroom lecture and additional time must be spent if laboratory work is part of the course offering. (See OSU Catalog, University Academic Regulations, Semester Credit Hour)

Classes offered for more than one semester-hour of credit will normally meet as many hours (50 minutes) per week and will provide for as many hours of out-of-class preparation (100 minutes) per week for 16 weeks as the number of semester-credit-hours to be awarded. For example, two semester-credit-hours will be awarded for 32 hours of classwork plus 64 hours of preparation.

As a general rule, to ensure that the academic standards are being maintained for both out-of-class preparation and instructional contact hours, not more than one semester-credit-hour per week may be awarded for a workshop, short course, etc. (Approximately 48 hours of work, inclusive of examination days; the proportion of contact hours and independent study is left to the discretion of the instructor).

In special circumstances, which may more effectively meet the needs of nontraditional students, more than one credit-hour per week may be awarded if justified and approved as meeting the academic standards set by the college and the University through the process outlined in paragraph 1.03. Such additional credit must be justified either by work to be completed before or after the scheduled instructional period, or by the specified special circumstances. When assignments are required before or after scheduled contact dates, this fact must be noted as specifically as possible in all publicity on the specified course.

1.03 Courses offered under this policy must be approved by the appropriate college faculty member, department head, extension director, and dean. In addition, the Director of University Extension, Vice President for University Relations and Public Affairs, and Provost and Vice President for Academic Affairs must also approve the

course offering. If the course to be offered carries graduate credit, the Dean of the Graduate College must also approve the course.

Credit courses offered on-campus through extension fall under the OSRHE Outreach Policy and also require approval through policies and procedures governing OSRHE outreach activities and programs.

## PROCEDURES

2.01 The academic department representative(s) will develop and complete, in conjunction with extension units, the required OSRHE forms for requesting outreach course approval. These forms are signed by the college faculty member, department head, extension director and dean. Each college should add additional requirements as appropriate to ensure compliance with the spirit of this policy and other OSU and OSRHE policies governing credit offerings.

2.02 Once the course offering has been approved at the college level, the request will be submitted to University Extension (UE). UE is responsible for consolidation of all college course requests for submission through the OSRHE Outreach Policy. Course requests will be submitted to UE one month prior to the OSRHE deadline to provide sufficient time to process the consolidated report for approval by the appropriate vice presidents. These dates can vary according to OSRHE scheduling. Under special circumstances, requests may be submitted after these dates on an emergency basis.

2.03 Courses approved through the OSRHE Outreach Policy in sufficient time may be listed in the official OSU class schedule and enrollment may be handled in the standard fashion.

2.04 Faculty Qualifications: Faculty assigned or hired to teach on-campus courses offered through extension will be fully qualified to do this according to the academic standards of the department offering the course.

a. Tenured or tenure-track OSU faculty are presumed to already meet this qualification. For courses carrying graduate credit the faculty member must be a full, associate, or temporary member of the graduate faculty.

b. Persons from outside the University hired for this purpose must be formally approved as adjuncts with the appropriate forms signed by the department head and dean (including the graduate college dean if graduate credit is involved) and on file with the college extension office prior to the announcement of the course.

c. Nontenure-track OSU employees will teach through extension only those courses which are considered to be appropriate for them to teach in the regular resident credit system and they will be approved to carry the appropriate academic title (e.g., adjunct professor or graduate teaching assistant).

2.05 Faculty Compensation: Compensation for teaching credit courses through extension should be equivalent, whenever possible, to the FTE of effort budgeted for teaching regular on-campus courses in the department offering the course. If the budget does not allow this level of funding, other arrangements may be developed in agreement with college policy.

2.06 Enrollment: Once a course has been approved, the appropriate college extension office should contact the Registrar's Office to set up one of two enrollment procedures for the course:

a. Student enrollment directly by the Registrar through Sectioning, using "trial study" forms or "add" forms signed by the student's adviser. This method is appropriate only for courses targeted to OSU's regular student population who will already have been admitted to the University.

A course targeted to OSU students that has a beginning date that does not coincide with the start of a regular semester or summer term, or that is offered in a condensed format, will usually enroll through a college extension office (see b below) because of the need to set drop/refund deadlines specific to the course.

b. Student enrollment through the appropriate college extension office, with enrollment forms sent to the Registrar for processing on a continuing basis during the enrollment period or as soon as possible after the start of the course.

When enrollments are taken through an extension office, extension staff must ensure that:

(1) continuing OSU students have the approval of their adviser to enroll in the course (currently obtained through a signed "student petition" form or a signed "add" card), and

(2) participants who are not currently OSU students qualify and are admitted to OSU under one of the appropriate admission

options (see Section 2.10 of this document) or are approved to reactivate their student status at OSU.

2.07 Fees Charged Students: The extension course fee approved by the OSRHE will be charged on all courses offered on-campus through extension. In addition, students will pay all other required fees, such as the student activity fee, facility fee, library fee, student assessment fee, etc. Nonresident students will pay "tuition" which is the charge assessed to all nonresident students regularly enrolled at OSU. For special courses and under special circumstances these fees may be waived with permission through this approval process.

2.08 Billing of Fees: It is the responsibility of the appropriate college extension office to generate original invoices and have the Bursar generate bills on all accounts receivable to the responsible person, company, or organization according to approved University procedures (OSU Policy and Procedure letter 3-0330). If the student enrolls through the Registrar in the standard fashion, all charges will be billed by the Bursar for the normal fees and tuition. The Bursar will then reimburse the appropriate college extension office.

2.09 Financial Aid and Fee Waiver: Varying regulations exist among federal, state, local, and private financial aid programs with regard to the use of extension and correspondence credit courses to establish or maintain eligibility. When allowed to count, extension and correspondence credit courses may often be required to start at the beginning of a semester or at least be completed by the semester's end. Only the Offices of Financial Aid or University Scholarships can make exact determination and should be contacted for details. Fee waiver scholarships from the State Regents apply only to courses for which the general enrollment fee is charged, not extension or correspondence course fees. Included among those individuals receiving such scholarships are: 1) OSU prospective and current undergraduate students (see Offices of University Scholarships and Financial Aid) 2) Graduate Students (see Graduate College) 3) Special categories, such as OSU employees, former prisoners of war and dependents, dependents of those missing in action, children of deceased peace officers and fire fighters (see Office of Registrar).

## 2.10 Admission

- a. Regularly Enrolled OSU Students in good standing may enroll in courses offered through extension with the approval of their adviser.
- b. Nondegree Seeking Undergraduate Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without submitting academic credentials or

meeting the academic curricular or performance requirements of the institution. Retention standards will be enforced. Once a student has successfully completed the designated nine credit hours, formal admission or transfer criteria of the institution must be met for further enrollment.

c. Special Adult Admission—Undergraduate adults, 21 years of age or older or individuals on active military duty, may be admitted as a "special adult" applicant. It is the opinion of Oklahoma State University that factors such as maturity of the individual, job skills and life experiences, motivation, ability to benefit, and access to educational programs should be considered in addition to past academic achievement in determining probability of academic success.

d. Special Student Status--Graduate applicants may be admitted to the Graduate College as a "special student" if the student does not have immediate plans to become a degree candidate but wants to take graduate courses, prerequisites or other courses. Since this work is not guided by a plan of study or approved by an adviser, 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. Applicants seeking admission to the Graduate College will be assessed a nonrefundable application fee. To become a degree candidate a student is responsible for filing a new application for admission to the Graduate College.

## 2.11 Withdrawing/Dropping Courses

a. Fees--The refund of fees for withdrawing or dropping courses will be based upon standard OSRHE policy with condensed course refunds computed on a proportional basis.

b. Grades--The deadlines which apply to the grade options available for students withdrawing from the University or dropping courses are based upon standard OSU and OSRHE policy, with the deadline for condensed courses proportional to those established for semester-long courses.

c. The specific days that apply to (b) above must be communicated to the student in writing at the time of enrollment.

Approved by Deans Council: November 29, 1979

Revised: July 1981

June 1993

