

Section Title: Academic Policies

Policy Title: Extensions of Existing Programs

Policy Number: A1.2

1.2.10 **Extensions Subject to Approval.** An extension subject to approval is a full degree program or full certificate program (as described in 1.2.10A below) that will be extended to an off-campus Tennessee location that is at least 30 miles distant from the parent campus and where all courses needed for the program will be available.

1.2.10A **Program Threshold.** If the program to be extended would not require Commission approval as a new program (e.g., an undergraduate certificate program of less than 24 hours), Commission approval is not required for the extension.

1.2.10B **Notice.** Prior to governing board consideration of an extension that the governing board staff sees as below the threshold in 1.2.10A above, notice should be given the Commission staff. In the event the Commission staff interprets the extension as requiring Commission approval, prompt arrangements will be made to discuss the extension with the institution and its governing board staff for a determination of applicable policy.

1.2.20 **Criteria for Review.** The criteria set out in Provisions 1.2.20A - 1.2.20P will generally be used in reviewing new extension proposals. However, the stringency of individual criteria may depend on the specific extension and, in particular circumstances, other criteria may be added. References in these provisions to certain institutional policies, such as overall admissions standards, does not mean that such policies need to be approved by the Commission.

1.2.20A **Mission.** Extension goals should adhere to the role and scope of the institution as set forth in its approved mission statement as part of the current State master plan adopted by the Commission.

1.2.20B **Curriculum.** The curriculum for the extension should be the same as that for the program on the main campus.

- 1.2.20C **Academic Standards.** The admission, retention, and graduation standards for the extension should be the same as those for the program offered on the parent campus.
- 1.2.20D **Faculty.** Faculty for the extension should, if at all possible, be regular institutional faculty. Whenever regular faculty will not be used for the extension, those who are used should be hired by the established institutional processes for hiring part-time or adjunct faculty.
- 1.2.20E **Library Resources.** The library resources for the extension that are available on-site or in reasonably close proximity should be at least comparable to those for the program on the parent campus.
- 1.2.20F **Administration and Student Support.** The extension should have continuing administration and student support on-site through the presence of full-time and part-time administrators, adequate clerical staff, and professional counselors to assist in career planning and job placement.
- 1.2.20G **Special Resources.** When programs are extended that require special resources, such as laboratories or particular computing capabilities, these resources should be available on-site at the level at least comparable to the level provided for the program on the parent campus.
- 1.2.20H **Facilities.** Facilities for the extended program should meet the standards of the Southern Association of Colleges and Schools and applicable professional accrediting bodies. Whenever possible extended programs should be housed in facilities donated without cost to the institution or in rented facilities, as opposed to facilities that must be purchased by the institution.
- 1.2.20I **Student Demand.** Provision 1.1.20I applies to the extension but with less documentation required.
- 1.2.20J **Employer Need.** Provision 1.1.20J applies to the extension but with less documentation required.
- 1.2.20K **No Unnecessary Duplication.** The institution should demonstrate that other similar programs offered by public or private institutions are not sufficiently available to the student population to be served. In particular, sufficient notice must be given to appropriate public institutions within 30 miles of the site for the extension to permit them opportunity to offer the program.

- 1.2.20L **Cooperating Institutions.** Provision 1.1.20L applies to the extension.
- 1.2.20M **Desegregation.** Provision 1.1.20M applies to the extension.
- 1.2.20N **Lower Division Programs.** Universities should not extend lower division programs, except where the extension site is closer to the university than to a 2-year campus or where every 2-year campus that is closer is also unable or unwilling to offer the program.
- 1.2.20O **Telecommunications.** (Reserved)
- 1.2.20P **Cost/Benefit.** The benefit to the State should outweigh the cost.

Approved: April 22, 1988
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