



Administrative Policy

Title:	Courses Taught in Faculty Homes and Other Private Residences
Source:	Office of the Provost
Prepared by:	Office of the Provost and Legal Council
Approved by:	Roderick Nairn Provost and Vice Chancellor for Academic and Student Affairs
Effective Date:	January 1, 2013
Replaces:	New
Applies:	All campuses

A. Introduction

Increased reporting requirements by the Higher Learning Commission and by the federal government regarding the physical location (street address) of course offerings create the need for this policy. The University must be able to track, justify and manage the risks of off-campus course offerings at the homes of faculty.

B. Policy Statement

1. University courses shall not be taught in faculty members' home or other private residences. Exceptions to this policy require approval of the Dean and Provost. A waiver form with requirements for an exemption and timeline is attached.
2. At the Denver campus, this prohibition includes individual class meetings. Voluntary social events, held outside class, are not prohibited, but are subject to all University regulations, including the alcohol policy.
(http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/fiscal/Alcohol.pdf)
- 3.a. At the Anschutz Medical Campus, with the approval of the Provost, Deans may identify courses or categories of courses that may be exempted from the requirements of this policy, except the reporting requirements. Deans should use the forms attached to this policy to record both individual course exemptions and ongoing exemptions for categories of courses.
- 3.b. At the Anschutz Medical Campus, clinical practice rotations are exempt from this policy as the Higher Learning Commission does not require reporting of clinical practice sites.

3.c At the Anschutz Medical Campus, occasional class meetings away from the designated classroom are allowed, if this practice is permitted by the individual school dean. Deans may also permit supplemental educational experiences, such as a journal club, away from the primary practice site, including the faculty member's home.

C. Reporting Requirements

A faculty member who has been granted an exemption (identified in B. 3.a) to offer an in-home course is responsible for providing information on the course location to the Registrar's Office for recording within ISIS (the student information system). The Office of Institutional Research and Effectiveness will then use the information within ISIS to report as required to the Higher Learning Commission.



Request for Waiver to Offer a CU Denver Campus Course or Portion Thereof in a Faculty Member's Home/Other Residence

Date of Request _____
(Must be at least 12 weeks before start of term for which waiver is sought)

Name of Faculty Member Making Request _____

Name and Number of Course for which waiver is sought _____

Dates of Term or Portion or Individual Class for which waiver is sought _____

Reasons Course/Portion/Individual Class needs to be offered in faculty member's home:

Location of faculty member's home/other residence: _____

Faculty member verifies by signature that he/she had determined there are no restrictions by the home owners' association or similar organization, city or county on the offering of this course in the home/other residence. Signature: _____

Faculty member verifies by signature that he/she acknowledges that the university is not responsible to the faculty member/residence owner for injury or damage caused by course participants to the premises. Signature: _____

Faculty member takes responsibility for any unsafe conditions on the premises.
Signature: _____

Faculty member verifies that the home setting offers access for students with disabilities.
Signature: _____

Approvals:

Signature of Dean of College/School making this request (with Date):
_____ Date _____

Approval by Provost (with Date): _____ Date _____

Date of Notification of Office of Institutional Research and Effectiveness _____



University of Colorado
 Denver | Anschutz Medical Campus

Request for Waiver to Offer University of Colorado Anschutz Medical Campus Course in a Faculty Member's Home/Other Residence

Date of Request _____
 (Must be at least 12 weeks before start of term for which waiver is sought)

Name of Faculty Member Making Request _____

Term(s) and Year(s) for which single waiver is sought _____

Dates of Term or Portion or Individual Class for which waiver is sought _____

Reasons Course needs to be offered in faculty member's home or other residence:

Location of faculty member's home/other residence: _____

Faculty member verifies by signature that he/she had determined there are no restrictions by the home owners' association or similar organization, city or county on the offering of this course in the home/other residence. Signature: _____

Faculty member verifies by signature that he/she acknowledges that the university is not responsible to the faculty member/residence owner for injury or damage caused by course participants to the premises. Signature: _____

Faculty member takes responsibility for any unsafe conditions on the premises.
 Signature: _____

Faculty member verifies that the home setting offers access for students with disabilities.
 Signature: _____

Approvals:

Signature of Dean of College/School making this request (with Date):
 _____ Date _____

Approval by Provost (with Date): _____ Date _____

Date of Notification of Office of Institutional Research and Effectiveness _____



University of Colorado
Denver | Anschutz Medical Campus

**Dean’s Request for Waiver to Offer University of Colorado Anschutz Medical Campus
Category of Courses in a Faculty Member’s Home/Other Residence**

Date of Request: _____

Category of Courses (e.g. rural clinical rotations) for which waiver is requested: _____

Length of Waiver (from start date to end date) _____

Reasons this Category of Courses should be allowed to be taught in faculty member’s home or
other residence _____

Location(s) of faculty member’s home/other residence(s) if known:

New locations must be reported to the Office of Institutional Research & Effectiveness each
term.

Dean verifies meeting the following conditions by initialing:

- ___ Dean has informed faculty members they are responsible for determining that there are no restrictions by the home owners’ association or similar organization, city or county on the offering of this course in the home.
- ___ Dean has informed faculty members that the university is not responsible to the faculty member/owner of residence for injury or damage caused by course participants to the premises.
- ___ Dean has informed faculty members that they are responsible/liable for any unsafe conditions on the premises.
- ___ Dean has informed faculty members that they are responsible for assuring that the home setting offers access for students with disabilities.

Approvals:

Signature of Dean of College/School making this request (with Date):

_____ Date _____

Approval by Provost (with Date): _____ Date _____