



University of Colorado Denver

Policy

Policy Title: Credit and Non-Credit Bearing Courses in Main Campus and Extended Studies

Source: Office of the Provost

Prepared by: Associate Vice Chancellor for Academic Affairs – Office of Academic Resources and Services

Approved by: _____
Provost

Effective Date: July 1, 2010

Replaces: N/A

Applies: All campuses

A. Introduction

1. Purpose

The purpose of this policy is to establish campus rules and procedures for the offering of *credit* and *non-credit courses* at the Denver and Anschutz campuses and at off-campus locations. Courses and *programs*, no matter how designated, will follow UC Denver, University of Colorado, Colorado Commission (Department of) on Higher Education (CCHE/CDHE) and the Higher Learning Commission (HLC) policies.

2. Background

The University of Colorado Denver offers *credit and non-credit academic courses and programs*. These offerings are supported by state funds and tuition and fall into the Main and Extended Campus categories as defined in the Integrated Student Information System (*ISIS*). *Continuing and Professional Education/Extended Studies (CPE/ES) Programs* are tuition based (cash funded) at UC Denver and historically have been highly decentralized. Each school and college offering these *programs* and courses had developed its own practices within the broad parameters of the Colorado Department of Higher Education (CDHE) policy. The lack of consistent treatment of CPE/ES issues across UC Denver has often meant conflicting practices and additional work for many of the campus support units. As fiscal and staff resources are constrained, common policy and practice will result in increased efficiency.

CPE/ES *programs* are an important part of the UC Denver economy and outreach. UC Denver encourages a balance between access to academic opportunity and the entrepreneurial development of *programs*. A common set of policies for UC Denver to guide credit and *non-credit course* and *program* offerings will facilitate the support and success of all *programs*. The implementation of the new Integrated Student Information System (*ISIS*) creates an opportunity for consistency across UC Denver with a common set of definitions and practices.

3. References

- a. Colorado Department of Higher Education – Statewide Extended Studies
<http://highered.colorado.gov/Publications/Policies/Current/ses.pdf>
- b. UC Denver Administrative Policy [Establishing New Programs/Projects in the Appropriate General Ledger Fund Group](#)
- c. HLC Core Component 3A (<http://www.ncahlc.org/download/Handbook03.pdf>)
- d. HLC Approval of Contractual and Consortial Arrangements (pdf accessible via hotlink at this URL <http://www.ncahlc.org/information-for-institutions/publications.html>)
- e. HLC Approval of Off Campus Instruction (pdf accessible via hotlink at this URL <http://www.ncahlc.org/information-for-institutions/publications.html>)
- f. Use of Campus Facilities for Continuing and Professional Education – Downtown campus
http://administration.ucdenver.edu/admin/policies/DDC/property_facilities/UseDowntownCampusFacilities.pdf)
- g. Fee Policy reference
<http://administration.ucdenver.edu/admin/policies/hr/FacultyCompensation-DC.pdf>
- h. Cash controls (Receipts, deposits, credit cards, etc.)
https://www.cu.edu/controller/finance_procedural_statements.html
[Cash Receipts and Deposits](#)
 - o [Exhibit A-Cash Receipts Forms and Instructions \(XLS\)](#)
 - o [Check Cashing](#)
 - o [Credit Card Acceptance](#)
 - o [Exhibit A-Questions and Answers](#)
 - o [Exhibit B - Procedure for Online, Third-Party Credit Card Acceptance](#)
- i. Records Retention.
https://www.cu.edu/policies/policies/G_Retention-UnivRecords.html
- j. Contracting/Signature Authority.
<http://administration.ucdenver.edu/admin/policies/admin/SignAuth.pdf>
http://www.administration.ucdenver.edu/admin/finance/documents/Contract_Matrix.pdf
- k. Compensation Principles for Tenure and Promotion – Denver Campus
<http://administration.ucdenver.edu/admin/policies/DDC/faculty/Compensation%20Principles%20for%20Promotion%20and%20Tenure.doc>

B. Table of Contents

A. Introduction	page 1
B. Table of Contents.....	page 2
C. Policy	page 3
D. Procedures	page 6
E. Definitions	page 8
F. Appendices	page 11
1. Exception Request Form	
2. Timeline for schedule of courses, changes to programs, tuition rate	
3. Non-Credit Opt-In and Out chart	

C. Policy

1. All Courses (Credit and Non-Credit)
 - a. Courses will be consistent with the role and mission of the sponsoring unit and UC Denver and provide learners a spectrum of academic opportunities.
 - b. Schools and colleges will define approval processes for both *credit* and *non-credit courses* in their bylaws or other formal school/college document. The approval process for all *credit courses* (main campus and extended studies) must be the same.
 - c. All credit and non-credit educational offerings will have learning outcomes, will be assessed, and will submit regular reports to the Office of Assessment.
 - d. Courses, *programs* and reporting statistics, no matter how designated, will follow UC Denver, University of Colorado, CCHE/CDHE and the Higher Learning Commission (HLC) policies.
 - e. Course and program fees must be consistent with campus and CU system fee policies.
 - f. Students can take *Main Campus* and *Extended Studies credit courses* for a degree or certificate but degrees will be awarded in *Main Campus*.
 - g. All *credit courses* must be in the *ISIS* catalog (formerly called course catalog). Timeline for schedule of courses, changes to programs, tuition rates is in Appendix 2.
 - h. All course, instructor, enrollment, location and degree information (as applicable), must be correctly entered within the system of record (*ISIS*) so that all institutional reporting requirements are met.
2. Credit Bearing Courses in both *Main Campus* and *Extended Studies*.
 - a. All *credit courses* must be applicable to a degree or a certificate. The certificate must have at least 50% of courses from an existing degree program or have specific approval by the Higher Learning Commission.
 - b. All *credit courses* will have the same rigor and expectations no matter if in *main campus* or *extended studies*.
 - c. Faculty teaching *credit courses* will have the same minimum qualifications, approval and evaluation processes.
 - i. Requirements for faculty qualifications and processes (merit, promotion, etc.) should be defined in the unit's written bylaws or other document.
 - ii. The dean will approve all matters related to faculty.
 - iii. The *instructor of record* should be identified and in the system by the first day of class but no later than census date or 15% of term for courses not on the standard calendar.
 - iv. The instructor delivering the content must be responsible for the course and grade assignments. The instructor(s) should be associated with the course in *ISIS* when the course is created or immediately upon the instructor(s) being assigned to teach a course.
 - d. The school/college dean is responsible for making workload assignments. Remuneration and funding/payroll distribution should follow effort. If pay does not follow effort, the dean and provost need to approve the funding distribution.
 - e. Independent Studies courses will be in *Main Campus* unless the *program* is *Extended Studies* (cash funded).

- f. Faculty and course assessment and evaluation is required for all *credit courses*. *Credit courses* must follow university policy and guidelines for faculty and course evaluation and comply with Regent Policy 4-B “Faculty – Course Evaluation.” (<https://www.cu.edu/regents/Policies/Policy4B.htm>). This is often referred to as the FCQ (Faculty Course Questionnaire) process.
 - g. Courses or *programs* that are held off of the designated UC Denver campuses must adhere to the Higher Learning Commission (HLC) policy on campuses, sites and course locations.
 - h. All course sections where the curriculum is customized for an employer, or for customized job training, or existing industry dollars fund the course, must be cash funded and in Extended Studies.
 - i. Grading for *credit courses* will follow the university’s uniform grading policy.
 - j. *Credit courses* may be *cross listed* so that the same course applies to different schools and colleges (i.e., College of Liberal Arts and Sciences [CLAS] and the School of Public Affairs [SPA]) or as “slash” course which offers the same course (undergraduate 4000/5000 graduate) to different levels of students with different course requirements. *Cross listing credit and non-credit courses* with different course requirements is allowed through the shadow section mechanism.
 - k. “*Shadow Sections*” may be offered for online or hybrid *credit courses* at a differential tuition rate to allow access to the course by out of state students through the *extended studies* campus. *Shadow sections* may also be offered if they apply to a set of students rather than accommodating an individual student. If a *shadow section* (or a shadow curriculum) is offered for an on-campus *program* it must be reviewed and approved by the appropriate university offices and with final approval by the provost before offering the program.
 - l. All Extended Studies programs (cash funded) need Provost approval before they can be offered on UC Campuses. All individual courses that have previously been or currently are offered as Main Campus (state-funded) courses require Provost and VCAF approval before they can be offered on UC Denver Campuses as cash-funded courses. Cash-funded credit courses to be offered on either of the UC Denver campuses require Provost approval. The provost may require review of the request by other administrative departments. Requests should include evidence that the program or course will not compete with existing programs and courses and will attract new students to UC Denver.
 - m. Usually credit *programs* offer all courses in one campus or another. A program may require courses in both *Main Campus* and *Extended Studies* if the *Extended Studies* component is off campus and has a tuition rate that covers direct and indirect costs.
3. Consideration for *Main Campus* vs. *Extended Studies* should be driven by the following criteria:
 - a. Courses offered outside of the Denver and Anschutz campuses will be *extended studies* unless approved by CCHE as part of a state funded off-campus *program*.
 - b. *Programs* with *admissions* restricted to a certain set of students (i.e., *programs* based at a particular business) must be *extended studies*.
 - c. All *main campus* tuition rates must be approved by the Board of Regents. If a *program* seeks tuition flexibility to reflect the market, cover costs or another circumstance—with appropriate approvals—a *program* can be *extended studies*. Typically *extended studies programs* are off-campus.
 - d. A certificate that bundles credit bearing courses can be offered to non-degree students 20 years of age or older in the *extended studies* campus and used as a tool to recruit students to a degree *program*. (Students will need to go through a formal *admissions* process to enter a degree *program*.)

4. *Non-Credit Courses*

- a. *Non-credit courses* cannot be used to meet requirements for a degree. Each *non-credit course* must clearly identify (e.g., in course syllabus, description, promotion) the course as non-credit, indicating the course cannot be used to satisfy degree or other academic requirements.
- b. Approval processes for *non-credit courses* will be defined by each school and college.
- c. If entity offering the *non-credit course* is not in a school or college, the course is not considered an educational offering unless the entity gets a school or college to sponsor the course.
- d. The approval processes for faculty teaching *non-credit courses* is defined by school and college and appropriate human resources policies for hiring will be followed. If a contract entity is delivering content, all appropriate policies and processes will be followed.
- e. Non-credit programs have the option to be part of the *ISIS* system and be part of the *course catalog*. If they choose not to be in *ISIS*, they need to understand the implications of that decision. (See matrix in Appendix 1.) The *course catalog* will capture the scope of course work. All courses and *programs* opting into *ISIS* must follow the same timelines as *credit courses*. Approval and placement of *non-credit courses* into the UC Denver catalog must be requested with the registrar noting:
 - i. Sponsoring unit (school/college—not *program* or department) prefix unique to *non-credit courses* (e.g. NCAP [non-credit Architecture and Planning], NCBU [non-credit Business], NCED [non-credit Education]).
 - ii. Course number below 1000 (state-wide numbering system).
 - iii. Descriptive course title that says it is non-credit or for continuing education units (CEUs) and must not imply it is for academic credit.
 - iv. Course description consistent with content in course.
 - v. The number of CEUs that will be granted upon successful completion of the course. National criteria for translating contact hours into CEU or CCHE guidelines for academic credit should be used to determine the number of CEUs.
 - vi. For courses in the *ISIS* system, the pass/fall grades must be used. (The use of the A-F grading scheme implies credit, so using the pass/fail grades eliminates the possibility of creating of a GPA based on *non-credit courses*.)
- f. If an official UC Denver transcript is required or expected by a *program*, its courses must be in *ISIS* and maintained in the official course inventory managed by the registrar.
- g. Workload and remuneration for *non-credit courses* are at the discretion of the school/college dean except for downtown where, if total additional remuneration exceeds 10% of salary in an academic year, it must be approved by the provost.
- h. Students who complete a series of *non-credit courses* or an integrated *program of non-credit courses* may be awarded a Certificate of Completion as defined by CCHE.
- i. Schools, colleges and programs will choose to opt-in or out of *ISIS*. Usually the decision is made at the school/college level or program level, not course level. If a *program* opts in to *ISIS*, they will follow the same timelines as *credit courses*.

5. Financial Considerations

- a. State funding and the related tuition and fees for *Main Campus* degrees shall not provide financial support to cover the cost of delivering *Extended Studies* courses. Comingling of

Main Campus general fund 10 monies to support *Extended Studies* programs that are recorded in the auxiliary funds 20 & 29 is not permitted.

- b. Student tuition in *Main Campus* or *Extended Studies* may be supported by scholarships from allowable funding sources.
- c. *Extended Studies* (Credit/Non-Credit):
 - i. *Extended Studies* shall be accounted for in the auxiliary fund and tuition revenue shall be set at an amount to cover all direct and indirect costs to deliver the *program*. *Programs* may offer courses that do not cover their costs as long as the cumulative revenues exceed expenses for all *Extended Studies* programs under a specific unit.
 - ii. *Main Campus* fees for facility usage or services are available only to regularly enrolled students. However, if students take courses only in *Extended Studies* and have access to services funded by *Main campus* fees, then the *Extended Studies* student must pay the campus/*program* fee or the *program* must pay on behalf of the student.
 - iii. Start-up funds for a new *program* shall come from allowable sources (i.e., auxiliary funds 20 & 29, unrestricted fund 34 gifts and/or fund 72 plant fund reserves – additionally, all funds must be non-pledged or obligated to a specific purpose).
 - iv. Excess revenues over expenses in delivering *Extended Studies* courses may be used by the unit in the following fiscal year to further its programmatic mission. *Programs* may hold a reserve to support investment, eliminate deficits or fund start-up costs for new *program* offerings.
 - v. The dean of the school or college is responsible for eliminating any deficit incurred in delivering *Extended Studies* in a timely manner. Only allowable funding sources as noted previously may be used to eliminate a deficit.
 - vi. General Administrative Recharge (GAR) will be assessed to *Extended Study Programs* and General Infrastructure Recharges (GIR) will only be assessed when UC Denver space is utilized in accordance with campus policies. All indirect costs will be assessed at the prevailing campus rates.

D. Procedures

1. UC Denver will designate a Campus Administrative Officer for CPE/ES (CAO for CPE/ES). This person will:
 - a. Serve as *Designated Administrative Officer* per CDHE policy and be the single point of contact for CDHE. This role includes policy review and legislative impact analysis and representing UC Denver at CDHE meetings.
 - b. Coordinate reporting for *extended studies* – financial, enrollment and compliance reports and paying the CDHE “tax.”
 - c. Create and maintain single CPE/ES website as a gateway to school/college *programs*.
 - d. Support *program* development through initiative fund grants program, programs and seminars for schools and colleges, CDHE programs and memberships to professional organizations.
 - e. Coordinate campus CPE/ES activities through convening campus committees (Downtown monthly and AMC quarterly). Also link academic and administrative units.
 - f. Coordinate with schools and colleges on Strategic/Program Planning and provide guidance on tuition setting, enrollment management, environmental scanning and marketing.
 - g. Be an expert on HLC and other policies.

2. Each school and college shall include in the strategic plans—and other planning documents—vision goals and strategies for extended studies.
3. Each school and college shall follow the policy guidance and will identify a person or persons responsible for assuring this policy is implemented. Those individuals will work with the CAO for CPE/ES and also be part of the CPE/ES. That school/college person(s) will also work with the appropriate offices to comply with CCHE, HLC and campus reporting requirements. This includes working with the finance office to prepare the annual CCHE finance and submitting the school/college enrollment and CCHE and Campus policy compliance reports to the campus ES/CAO, as well as other reporting requirements that emerge.
4. Records of all students must be on file in accordance with UC Denver’s records retention policy. Completion of courses, degrees and certificate *programs* (including any non-credit series of courses that lead to a subject matter certificate or carry CEU credit) must be on file at the institution indefinitely per CCHE *Extended Studies* policy Sec B4.01. Records can be kept electronically as long as they are stable, reliable and accessible.
5. For credit courses or *programs* that are held off of the designated UC Denver campuses and not at an already approved Higher Learning Commission (HLC) site or course location, there needs to be lead time to notify the HLC. Usually three to six months is sufficient. For offerings within Colorado and Wyoming, the streamlined approval process can be used by working with Institutional Research on this process. For locations outside Colorado and Wyoming, a formal change request must be submitted to and approved by the HLC.
6. Credit courses or *programs* held out of the country need to notify the Office of International Affairs in addition to seeking HLC approval for offsite delivery.
7. The following services for credit bearing courses must remain centralized for consistency and reporting:
 - a. Management, registration and grades (on-line submission) through registrar.
 - b. Admission to the undergraduate *programs* at UC Denver.
 - c. Admission to the *Extended Studies* (credit bearing) courses. Note: students who have been admitted to *Extended Studies* cannot take *Main Campus* courses until admitted to the *Main Campus*.
 - d. Billing and payment through bursar.
 - e. Financial aid and loans through financial aid.
8. This policy will be reviewed on a regular basis. The first review will be after one year of implementation.
9. The administration of *Main Campus* and *Extended Studies Programs* must comply with existing campus policies with respect to cash controls, cash receipts and deposits, and contracting authority to ensure UC Denver’s assets are adequately safeguarded.
10. Exception request forms shall be submitted to the Provost’s Office with sufficient time to review prior to proposed implementation.

E. Definitions – See Exhibit A, next page

F. Appendices – begin on page 11

Exhibit A

Glossary of Terms

UC Denver Main and Extended Campus Courses and Programs

ACADEMIC CAREER OR “CAREER” – Defines all course work that a student takes at an academic institution and grouped by a single student record. ISIS defines several academic careers – an undergraduate career, a non-degree career, a graduate career, and separate careers for each professional school (medical etc.). Statistics for students in a career will include all courses taken while the student was in that career except at the AMC where statistics are calculated at the course career level rather than at the student career level.

ACADEMIC PLAN OR “PLAN” – An area of study such as a major, minor or specialization – that exists in an academic program or career.

ADMISSIONS – UC Denver Students will be admitted into one of the four campuses. Main Campus Students are evaluated for admissions criteria and residency.

CAMPUSES – There will be four campuses in ISIS for UC Denver: Downtown, Downtown Extended Studies, AMC and AMC Extended Studies.

CERTIFICATE OF COMPLETION – Per CCHE definition, extended studies units may award certificates of completion to students who complete non-credit courses or an integrated program of non-credit courses.

CERTIFICATE PROGRAM – Includes any credit bearing series of classes resulting in a certificate or recognition of accomplishment in a subject. The definition of certificate program does not include degree completion programs. Certificates that appear on a transcript must be approved by the dean and the requirements included in the ISIS system. Certificates are awarded at the time of completion. If a certificate is not a subset of an existing approved degree, then it must be approved by the Higher Learning Commission.

CONTINUING AND PROFESSIONAL EDUCATION (CPE) – Name used by the downtown campus to describe all of the extended studies programs on that campus. Earlier in this decade, UC Denver studied naming conventions and public understanding of these related terms and decided to name their extended studies programs “Continuing and Professional Education.”

COURSE CATALOG or “CATALOG” (known as COURSE INVENTORY or “INVENTORY” in the legacy SIS system) – Comprehensive listing in ISIS (new student information system) of all courses offered from which each term’s classes are selected.

CLASS – credit or non-credit course offerings at the term level.

COURSES – The source (catalog) of credit or non-credit offerings from which classes are offered at the term level.

CREDIT COURSE – A unit of study or education imparted in a series of lessons or meetings within a specified period of time for a grade and academic credit, applied to a curriculum leading to a certificate or degree.

CROSS LISTED COURSE – The same course is listed in one or more schools and colleges or at the graduate and undergraduate levels (with different requirements) in the same campus in ISIS.

DESIGNATED ADMINISTRATIVE OFFICER – Per CCHE definition, designated administrative officer notified of all instruction that falls under the definition of Extended Studies who serves as the primary liaison to the Department’s Director of Statewide Extended Studies. The designated officer shall provide the Department with information concerning the status of any Extended Studies instruction originating from his or her campus.

DYNAMIC DATING (in ISIS) – Allows for different add/drop dates for classes/courses and will help enforce add/drop and census dates.

EDUCATIONAL OFFERING – An educational offering is a course (credit or non-credit) that has learning objectives and outcomes and their assessment. Some non-credit courses are not educational offerings and are considered personal development and do not require learning objectives. These courses are still part of extended studies. A non-credit “educational offering” is a path of study intended to lead to the verified acquisition of a body of knowledge or skill that is not, however, awarded college credit and cannot be applicable to a degree. Non-credit “educational offerings” shall have learning objectives identified and learning outcomes assessed. Non-credit offerings which qualify a participant for any external certification, or qualify a participant to take an exam for external certification, or are required for any professional or governmental license must be structured as “educational offerings” with the appropriate objectives and assessments.

EXTENDED STUDIES (Per CCHE) – Includes courses or programs offered away from the home campus or are cash-funded. Includes instruction delivered at an off-campus physical location, cash-funded instruction that is delivered by an institution’s extended studies unit to an audience on the sponsoring institution’s campus, including space available programs and non-credit instruction.

EXTENDED STUDIES (in ISIS) – Classes that are solely supported by student tuition and fees. Classes can be for credit or not. If students use the extended studies application process they can only take extended studies classes (unless they also go through the Main Campus application process).

EXTENDED STUDIES UNIT – Per CCHE definition, includes department or division at a public four year Colorado institution of higher education that offers extended studies instruction.

INSTITUTIONS – There will be three institutions in ISIS: UC Denver, Boulder and Colorado Springs.

INSTRUCTOR OF RECORD – The individual faculty member responsible for designing the course syllabus, routine oversight of the day-to-day classroom and instructional activities, and assigning student grades. In addition, instructors of record for credit courses must to hold an appropriate UC Denver faculty appointment and credentials.

ISIS – An acronym for the new student information system ‘Integrated Student Information System.’

MAIN CAMPUS – (Downtown or AMC) - Main campus programs and courses are those eligible for state support. Degrees are granted in Main Campus and requirements can be met with main campus and/or extended studies courses. Students in Main Campus programs are required to submit an application and will go through residency review before admission as a degree seeking or non-degree student. Students admitted through the main campus admissions process may take main campus or extended studies courses.

NO CREDIT GRADE – Through census, students may opt to take a credit class for a no credit grade and pay regular tuition. After census, students may register for a course on a no credit basis with the consent of their instructor and the dean of their school or college. No grade or credit is awarded. The transcript reflects the name of the course taken and an NC grade notation.

NON-CREDIT COURSE – Cash funded courses that can offer Continuing Education Credits and the Pass/Fail grades. These courses cannot be applied to a degree or certificate that is a subset of a degree nor can they be used for transfer credit. They can be bundled and apply to a certificate of completion.

OFF-CAMPUS STATE-FUNDED INSTRUCTION – Per CCHE definition, State funding is available for off campus instruction upon commission approval. Graduate level off-campus programs may be eligible for state funding through the normal fee-for-service budgeting process. College Opportunity Fund (COF) eligibility for off-campus undergraduate programs will be determined based on Commission established policies.

ORGANIZATION OR “ORG” – Unit of organization tied to the assignment of revenue. Courses are tied to ‘orgs’ (e.g. schools, colleges or down to the department level). All schools/colleges have more than one org (with departments) except business and education, who have one. Building ‘orgs’ in the academic structure assists in directing revenue to the correct ‘org.’

PROFESSIONAL DEVELOPMENT – Refers to skills and knowledge attained for both personal growth and career advancement. Professional development encompasses all types of facilitated learning opportunities ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice.

PROGRAM (in ISIS) – An academic course of study a student selects or applies and is accepted to, and completes the requirements for.

SECTION – Multiple offerings of the same class within the same term.

SENIOR CITIZEN’S NON-CREDIT AUDIT PROGRAM – No credit audit basis without tuition. There is no official file or transcript recording for this program.

SHADOW SECTION – A section offered in extended studies that mirrors a course in Main Campus. Both are taught together by the same professor. Shadow sections in extended studies are created for main campus online courses to allow out of state students to pay a special tuition rate. *Shadow sections* may also be offered if they apply to a set of students rather than an individual student. If a *shadow section* (or a shadow curriculum) is offered for an on-campus *program* it must be pre-approved by the provost.

SPACE AVAILABLE PROGRAM – Per CCHE definition, institutions can enroll students in on-campus resident classes after regular registration when institutional class enrollments have been met but when space for additional enrollment remains. Students enrolling in Space Available Programs are not FTE-generating resident students.

SPECIAL TOPICS COURSES – A course of instruction not listed in the formally approved course offerings of the school or college. Special topics courses are developed to cover emerging issues or specialized content not represented in the main curriculum. Not all courses are offered each semester. Each special topics course will be offered no more than three terms, after which it will be developed and approved as a main curriculum course.

SUBPLAN – An academic area of study such as an option or track.

Appendix 1

University of Colorado Denver
 Credit and Non-credit Bearing Courses in Main Campus and Extended Studies Policy
Exception Request Form

Allowable Reasons for Requesting an Exception to the Policy:

Exception	Review and Approval
Faculty Pay and Effort do not match	Dean and Provost must approve
Downtown Additional Remuneration for teaching Extended Studies exceeds 10% of Salary	Provost (Required by policy: Compensation Principles for Tenure and Promotion – Denver Campus)
Shadow Section offered for an on-campus program	Appropriate administrative and academic offices and approved by the Provost
Moving an existing Main Campus (state funded) course or program to extended studies	Appropriate administrative and academic offices and approved by the Provost
Offering extended studies (cash funded) programs on campus	Appropriate administrative and academic offices and approved by the Provost
Offering cash funded courses on campus	Appropriate administrative and academic offices and approved by the Provost
Offering individual courses that have previously been or currently are offered as Main Campus (state-funded) courses as extended studies (cash funded)	Appropriate administrative and academic offices and approved by the Provost

1. Request prepared by:
2. Exception to:
3. Reason for request:
4. Proposed implementation date for request:
5. Project impact of request on staffing, revenue, facilities etc.

Dean’s approval of request:

Date:

Please forward your request to the Assistant Vice Chancellor For Academic Technology and Extended Learning

University of Colorado Denver
Timeline for schedule of courses, changes to programs, tuition rates

General processes:

- 1) Course catalog: Courses must be through the curriculum approval process and be entered in the course catalog at least 90 days prior to the first day of term registration.
- 2) Schedule of classes: Classes must appear in the schedule of classes at least 30 days prior to the first day of classes for a term. Instructor of record must be in ISIS for each section.
- 3) Changes to majors/minors/programs:
 - a) For those changes which do not require CCHE or HLC approvals, UC Denver business offices require 7 to 9 months of lead time for all ISIS configuration and testing (registrar, bursar, financial aid.)
 - b) For new degree programs and/or new certificate programs, the lead time required is 18+ months prior to the intended start term, including CCHE and HLC approvals and UC Denver business office implementation. For a multi-disciplinary program (using sub-plans and/or multi-disciplinary course prefixes), lead time may be 20+ months prior to the intended start term.
- 4) Tuition rates:
 - a) For state-funded (main campus) programs: Once annually, after the University of Colorado Board of Regents sets tuition rates, rates are published to the Bursar web site and programmed into ISIS. These rates are effective fall, spring and summer terms. Rates are generally approved in May or June for the following fall.
 - b) For cash-funded (extended studies) programs in ISIS: At least once each semester, Extended Studies units should provide to the Bursar a spreadsheet with a completed row for each course that is being built into ISIS for the term. This is needed no later than 60 days prior to the first day of the semester. For courses that begin outside the standard start dates for each semester, the data should be provided at least 60 days prior to the first day of the course. Once tuition is set for a particular fiscal year (fall, spring, summer), that tuition rate must remain constant for that year. Academic units will also verify the speed type to be used to allocate tuition revenue.

Fall Term 2010

February 2010	May 2010	June 2010	July 2010	August 2010	September 2010
Course catalog should contain all courses approved for fall 2010 term	Registration begins 5/3 for fall 2010 term		Schedule of classes must appear in student portal by 7/23/2010	August 23 – first day of classes	September 8 – census date

	Extended Studies tuition rates must be submitted by Bursar by 5/31/2010	Extended Studies tuition rates entered by Bursar office into ISIS. By 6/30, a verification report is produced by the bursar office for units.	Extended Studies units verify tuition rates; billing can begin for registrations. First bills run		Bills due Sept. 8, 2010
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Spring term 2011

August 2010	October 2010	November 2010	December 2010	January 2011	February 2011
Course catalog should contain all courses approved for spring 2011 term by 8/8/2011		Registration begins 11/9/2010 for spring 2011 term	Schedule of classes must appear in student portal by December 18, 2010	January 18 – first day of classes	February 2 – census date
	Extended Studies tuition rates must be submitted by Bursar by 10/31/2010	Extended Studies tuition rates entered by Bursar office into ISIS; verification report produced for units.	Extended Studies units verify tuition rates; billing can begin for registrations. First bills run		Bills due Feb. 2, 2011

Summer Term 2011

December 2010	March 2011	April 2011	May 2011	June 2011	July 2011
Course catalog should contain all courses approved for summer 2012 term by 12/14/ 2011	Registration begins 3/14/2012 for summer 2012 term			June 7 – first day of classes; June 15 census date	
	Extended Studies tuition rates must be submitted by Bursar by 3/31/2011	Extended Studies tuition rates entered by Bursar office into ISIS; verification report produced for units.	Extended Studies units verify tuition rates; billing can begin for registrations. First bills run.	Bills due 6/15/2011	

Appendix 3

University of Colorado Denver

Non-Credit Course Implications—Opt in/out of ISIS

<i>Item</i>	<i>In ISIS</i>	<i>Out of ISIS</i>	<i>Notes</i>
Consistent with Role and Mission	Yes	Yes	
All documents show Non-Credit Status of Course	Yes	Yes	
Syllabus	Yes	Yes	Explicitly states Non-Credit Status of Course and for “Opt out” courses language that explains that there will be no official CU Transcript and that information requests need to be directed to the Program
For educational offerings - Learning Outcomes, Assessment of Outcomes and annual report to assessment office	Yes	Yes	Annual Report will be required. Format to be developed. Some non- credit courses may not be defined as an educational offering and therefore are exempted from creating Learning Outcomes, Assessment of Outcomes and annual report to assessment office.
FCQ Form	No	No	Note: the form is not required but an assessment of learning outcomes is required for educational offerings.
CEUs	Yes	Yes	Note: courses can be offered for no CEUs
Official CU Transcript	Yes	No	For “Opt out” courses/programs - School/College/Program can issue documentation of participation but it will not be an official University of Colorado transcript nor can the word transcript be used to describe the documentation.
Course Descriptions on Record	Yes	Yes	For Credit Courses the description will be in the Inventory. For “Opt out” courses descriptions need to be file with the Program
Student Records on File	Yes	Yes	Note: for programs opting out they will be responsible for the record not the Registrar. This should be clear to all students and all requests for information, attendance etc need to be directed to the program – Reference CCHE Policy Requirement Section B. 4.01. Records can be kept electronically as long as they are stable, reliable and accessible.
Certificates of Completion	Yes	Yes	CCHE allows for Certificates of Completion for Non-Credit Programs not “Certificates”
Access to Student Support Services	No	No	e.g.: computer lab access, academic advising, rec center, bus pass, counseling center, disability resources,
Billing and Collection by Bursar	Yes	No	For programs that “opt in” to ISIS – 3 rd party billing available
Access to Online Bill payment	Yes	No	
Financial Aid Eligible	No	No	
Access to Quick Admit and Registration in ISIS	Yes	No	

Matriculation fee	No	No	Will be proposing a new policy that separates matriculation and transcript fees. The new policy will change these fields.
Transcript Fee	No	No	Will be proposing a new policy that separates matriculation and transcript fees. The new policy will change these fields.
Grading	Yes	Yes	Pass /Fail grades only option for Opt in
GAR	Yes	Yes	The General Administrative Recharge (GAR) will be charged per campus location. Note: as appropriate, the General Institutional Recharge (GIR) will also be charged.
Annual Reporting to CCHE	Yes	Yes	