

**MEMORANDUM**

To: Ingrid Eschholz, Acting Registrar  
Denver Campus Deans  
Denver Campus Associate Deans

From: Rod Nairn, Provost and Vice Chancellor for Academic and Student Affairs  
Jeff Parker, Vice Chancellor of Administration and Finance



Date: November 3, 2011

Subject: Elimination of Extended Studies Online Shadow Sections

We have met with the Denver Campus Deans and received your feedback about the impact of eliminating shadow section enrollments for courses providing a tuition benefit for out-of-state students. The most significant impacts include reduced revenue to schools and colleges, and increases in tuition for affected students. However, we know that there are additional issues that need to be discussed and resolved.

After careful analysis, we have determined that shadow sections should, in general, be eliminated effective Spring 2012. There are to be no more extended studies out-of-state online shadow sections identical to a main campus section, and the Registrar's Office is being instructed to cancel any existing Spring 2012 shadow sections. Schools and colleges must consult with the Registrar's Office before implementing a combination of main campus and extended studies courses.

The administrative areas in Budget and Finance will work with the affected schools and colleges to develop Memoranda of Understanding (MOU). These MOUs will state the responsibility of schools and colleges to not use shadow sections. Such MOUs will also confirm that the schools and colleges will receive funding due to the absence of eligible shadow section revenue, and will receive an amount in scholarship funding to mitigate the higher main campus tuition for eligible out-of-state students.

Budget and Finance will work with the schools and colleges to quantify the appropriate funding for revenue backfill and for scholarships, both based on Fall 2011 eligible enrollments. The Registrar's Office will regularly review reports to ensure that shadow sections are no longer being used in these situations. The MOU will need to identify a point person for each affected school and college where students can be referred to obtain applicable scholarships. MOUs should be in place by March 2012. Schools and colleges are asked to inform all active eligible students about the change in the tuition/scholarship arrangement as soon as possible.

Memorandum  
Elimination of Extended Studies Online Shadow Sections  
November 3, 2011

The transition from Fall 2011 to Spring 2012 is expected to require special consideration, and we want to facilitate as smooth a transition as possible. Therefore, Budget and Finance; Institutional Research, Planning and Analysis; the Scholarship Office; and the Registrar's Office will meet soon with each affected school and college. In addition, the operational areas will hold a Question and Answer session for all affected schools to address logistical issues. The marketing information on the CU Online website must be revised quickly to provide accurate information for students. Our goal is to help address concerns and issues during this transition.

Schools and colleges will be asked to consult with the Registrar's Office if technical assistance is needed in the future to address a specific out-of-state online enrollment need. Exceptions may be granted in writing by the Provost and Vice Chancellor of Administration and Finance, but these exceptions are not expected to be granted to sections created for out-of-state online extended study students.

Thanks to the Registrar, Student Financial Services, Policy and Fiscal Analysis, and Institutional Research, Planning and Analysis for manually adjusting the activity of three terms to correct the ineligible shadow sections. Many thanks to the schools and colleges for being willing to change this ineffective situation and implement a new process.

cc: Raul Cardenas, Associate Vice Chancellor for Student Affairs  
Lisa Douglas, Associate Vice Chancellor for Budget and Finance