

5.07 Off-Campus Instruction

5.07.01 Courses Taught in the United States

Western Carolina University offers a broad range of instruction at the undergraduate and graduate level in several off-campus locations. The Division of Educational Outreach holds primary responsibility for the administration of programs offered off site. Resident programs offered in Asheville are coordinated by the Director for WCU Programs in Asheville who reports to the Dean of Educational Outreach. The program in Cherokee is managed by the Division of Educational Outreach and is coordinated by the director of the WCU center in Cherokee.

Distance learning programs are defined by relationship, site and mode of delivery. They include on-site instruction at off-campus sites delivered face to face, via interaction television or through technology enhancement. Non-site based learning is delivered on-line. Distance learning programs are administered by the Division of Educational Outreach. Program relationships include area community colleges, schools, military installations, business and industry, professional and governmental agencies and organizations.

5.07.02 Courses Taught at Locations Outside the United States

There are three major categories of courses taught outside the United States: (1) Study abroad programs for American students, (2) courses or programs delivered in other countries for nationals of the host country, and (3) travel courses and related learning experiences lead by WCU faculty outside the United States. Information about WCU international partners and other international universities offering opportunities for study abroad during the semester, year, and summer is available from International Programs and Services (IPS) office. Students who pass approved international courses overseas receive WCU credit upon submission of an original transcript to IPS at the conclusion of their study abroad experience. Guidelines for proposals for study abroad programs are found in the document, "Travel Policies and Procedures" included in this document and, "Faculty Guidelines for the Development of Travel Courses" are available through the Office of International Programs and Services.

Special procedures are in place that should be followed by faculty who are assigned to teach a course(s) in locations outside of the United States. Faculty receiving such assignments receive instructions concerning travel guidelines and procedures, student management and follow-up reporting, etc., from the appropriate department head or dean, and the Office of International Programs and Services. Travel arrangements and permission for travel must be made well in advance in accordance with state travel regulations and policies. Questions concerning courses taught outside the United States should be referred to the department head, dean, or the Office of International Programs and Services.

In the case of courses/programs for foreign nationals, proposals and plans are developed by the sponsoring party in cooperation with the appropriate departments and colleges. Proposals are coordinated by the Division of Educational Outreach in collaboration with the College and

Provost's Office. Once approved, programs are administered by the Division of Educational Outreach.

Detailed procedures and instructions will be made available by the Division of Educational Outreach.