

**Office of the Chancellor
Pennsylvania's State System of Higher Education
Procedures and Standards for University
Operations**

Procedure/Standard Number 2024-60
Academic Sharing in the State System

Approved by: 
Chancellor

Date: 10-29-2024

History: Original version signed October 29, 2024

Related Policies and Procedures & Standards: 1985-01-A *Requirements for Initiation or Change of Credit-based Academic Programs*; 1991-01-A *Student Transfer Policy*; 1991-03-A *Visiting Student Program*.

I. INTRODUCTION

A. Purpose of Academic Sharing in the State System

The primary purpose of academic sharing in the State System is to expand and streamline student access to select academic programs and courses across the System so that the student experience in shared programs and courses is no different than enrolling in a course at their home institution. Academic sharing seeks to optimize faculty expertise across multiple universities. Academic sharing is designed to improve measures of student success, including completion metrics, and contribute to university sustainability.

B. Definitions

1. Home Institution

The State System institution in which a student is matriculated as a full- or part-time student and from which the student will receive their credential.

2. Teaching Institution

The State System institution in which the faculty member teaching a shared course/Collaborative Program is employed as regular or adjunct faculty and where the course and/or program was developed through established curricular procedures.

3. Receiving Institution (CBA Article 7.B.3 Visiting Faculty)

State System institution that 'receives' a Visiting Faculty from another State System university to teach a receiving institution course or courses for a defined period of time. Visiting Faculty arrangements are governed by the terms of the APSCUF CBA.

4. Sending Institution (CBA Article 7.B.3 Visiting Faculty)

State System institution that 'sends' a Visiting Faculty member to teach a course or courses for another State System university for a defined period of time. Visiting Faculty arrangements are governed by the terms of the APSCUF CBA.

5. Shared Course Schedule

A semester or annual list of State System courses that Teaching Institutions have determined to share. The Shared Course Schedule will include information about academic calendar, instructor, course number, course title, number of credits and meeting hours, meeting days and times, modality(ies) of delivery, and prerequisites.

6. Course sharing

Academic sharing in which students from one or more Home Institutions enroll in courses delivered by a Teaching Institution under the terms of this Procedure & Standard. Course sharing may be semester by semester or by longstanding arrangement but does not comprise a shared or aligned curriculum leading to an academic award.

7. Collaborative Program

Academic programs that universities agree to deliver in collaboration over an extended period of time. State System universities working together to deliver a collaborative program form a program Consortium. The programs, whether majors, minors, certificates, or coherent sets of courses not leading to an academic award, exist in the program array at each university participating in the consortium. The curriculum may be jointly and fully aligned and approved through established curricular procedures at two or more State System universities or course equivalencies may be identified to facilitate collaborative delivery apart from full curricular alignment. Collaborative Programs leading to a credential must be approved by the Office of the Chancellor and entered into the System Academic Program Inventory as such.

8. Joint Degree

A particular instance of a Collaborative Program leading to a degree offered and conferred jointly by more than one State System university. One university may be designated as the administrative site for official recordkeeping and reporting in accordance with special program accreditation requirements. Joint Degree programs must be approved by the Office of the Chancellor, through the new program approval or reorganization process as appropriate and entered into the API as such.

9. Visiting Faculty (APSCUF CBA Article 7.B.3)

An arrangement whereby tenured faculty members may be invited to teach or provide other services to a department at another university within the State System on a temporary full-time or part-time basis.

II. Procedures and Standards for Shared Courses

A. Responsibilities of the Home Institution

1. The Home Institution will determine which courses from the Shared Course Schedule will appear in the Home Institution's schedule of classes each semester, using established scheduling processes.
 - a. When a course equivalent to a course selected from the Shared Course Schedule exists at the Home Institution, the equivalent course number and title will appear in the Home Institution schedule. If the number of credits differs, the student will be billed for and awarded the number of credits for the course at the Teaching Institution.
 - b. Where no equivalent exists, the Registrar will create an equivalent using a shell or topics course with a Home Institution number and title, which will appear on the schedule in progress and the transcript.
 - c. The Registrar at the Home Institution will enter a note to the transcripts indicating the Teaching Institution from which a shared course was taken.
2. The Home Institution will admit students, advise them about course selection, facilitate enrollment in shared courses, bill and receive payment for tuition and fees at Home Institution rates, and package financial aid. Students taking shared courses remain students at their Home Institution.
3. The Ellucian student information system will translate, if necessary, the grade assigned by Teaching Institution faculty into the Home Institution grade vocabulary.
4. Shared courses will count as courses taken in residence at the Home Institution.
5. The Home Institution will provide access to facilities, e.g., ITV or other web conference-enabled classrooms, as appropriate to the modality of shared courses included on the Home Institution schedule.
6. The Home Institution will count FTEs of students enrolled in shared courses at other State System universities
7. The Home Institution will process drops and withdrawals and will communicate drops and withdrawals from shared courses to the Teaching Institution. In the event of a withdrawal within the five-week refund period, the revenue split will continue to be carried forward and applied to the net revenues after application of the refund policy.

B. Responsibilities of the Teaching Institution

1. The Teaching Institution will determine which courses and how many seats to list in the Shared Course Schedule each semester, using established scheduling processes. Teaching Institutions may determine whether to share specific courses with specific institutions only (e.g., only with partners in a Collaborative

Program) or with all State System universities.

2. Faculty teaching shared courses remain employees of the Teaching Institution.

3. Faculty workload assignment to shared courses will be made in accordance with established practices at the Teaching Institution, and assignment to courses taught by Distance Education will be made in accordance with CBA Article 41.C.

4. The Teaching Institution will enter course cancellations into the Shared Course Schedule in a timely manner to facilitate student advising and registration at all Home Institutions.

5. The Teaching Institution approves the modality(ies) of course delivery using established curricular processes; the Teaching Institution determines the modality(ies) of course sections on the schedule, including the Shared Course Catalog, in keeping with contractual agreements and established scheduling procedures.

6. The academic calendar of the Teaching Institution will apply to shared courses.

7. The Teaching Institution will provide a grade report to Home Institutions of students enrolled in shared courses, using the grade vocabulary of the Teaching Institution.

8. The Teaching Institution will provide access to academic student services, including library and course tutoring if offered to Teaching Institution students in the course.

9. When shared courses are subject to evaluation, either by Teaching Institution policy and procedures or at faculty discretion, course evaluations and faculty evaluation procedures of the Teaching University will apply.

10. The Teaching Institution's academic policies and procedures, such as grade appeal, will apply to all students in shared courses. Teaching Institutions (the faculty member's Home Institution) will also handle Article 42 Complaints Against Faculty Members.

11. The Teaching Institution pays base compensation and overload to the faculty member teaching a shared course in accordance with provisions of the CBA, including Article 41 compensation per student.

12. The Teaching Institution will not count the student FTEs from other Home Institutions for shared courses it delivers.

13. The Teaching Institution provides technology, including Distance Education technology, necessary for delivering the shared course.

14. The Teaching Institution conducts learning assessments for shared courses, in accordance with established practices.

15. The Teaching Institution conducts and reports Attendance Verification.

16. If faculty from more than one State System institution are co-teaching a shared course, both institutions are Teaching Institutions and workload/compensation will be divided among the faculty proportionally.

C. Responsibilities of Teaching and Home Institutions for Shared Courses

1. Each institution will designate a single point of contact for shared courses.

2. The Teaching Institution will handle allegations of violations of academic integrity in shared courses, in keeping with its policies and procedures. The Teaching Institution shall notify the student's Home Institution of academic integrity charges and outcomes. If the violation triggers a sanction outside of the course, such as suspension from the university or dismissal from an academic program, the process will be referred to the Home Institution.

3. Students enrolled in shared courses may be subject to the student code of conduct and sexual misconduct policies of the Home Institution or the Teaching Institution. Responsibility for complaints of harassment, sexual harassment, discrimination, or any Title IX complaints, and for application of student conduct policies and procedures will be determined on a case-by-case basis and in consultation with the Office of Legal Counsel as needed.

D. Responsibilities of Students enrolled in Shared Courses

1. Students enrolled in shared courses may be subject to policies and procedures at both the Home and the Teaching Institutions.

2. Students enrolled in shared courses will be responsible to follow the academic calendar of the Teaching Institution.

3. Students who receive ADA accommodations at their Home Institution and wish to receive accommodations in a shared course will be responsible to request the Disabilities Services Office at their Home Institution to share their documentation and accommodations with the Disabilities Services Office at the Teaching Institution, so the student can work with the faculty member and Disabilities Services Office at the Teaching Institution to receive appropriate accommodations for the shared course.

III. Procedures and Standards for Collaborative Programs

A. Approval of Collaborative Programs

1. State System universities jointly determine whether to offer existing academic programs as a consortium and/or to create new Collaborative Programs; Collaborative Programs leading to a credential must be approved through established local curricular procedures and by the Office of the Chancellor.
2. Curriculum for Collaborative Programs, including approved modalities of delivery, may be developed jointly, using established curricular procedures at each university participating in the consortium. New Collaborative Programs and reorganizations of existing programs for delivery by a consortium of State System universities must be submitted to the Office of the Chancellor per Policy 1985-01-A Requirements for Initiation or Change of Credit-based Academic Programs and Procedure & Standard 2016-3.

B. Consortium University Responsibilities

1. Each university in the Consortium will simultaneously be Home Institution for students enrolled in the program at the Home Institution and Teaching Institution for courses the university delivers.
2. Universities/department faculty in the Consortium will work collaboratively to develop the Shared Course Schedule for the program to facilitate all students' timely progress toward the degree, according to established scheduling processes, and will work together to accommodate students in the case of course cancellations.
3. Universities/department faculty in the consortium will determine processes for collaboratively assessing student learning outcomes and designing actions to improve student learning outcomes.
4. Consortium partners in a Collaborative Program may determine jointly to diverge from the revenue share approved for shared courses. Agreements to utilize a different revenue model must be memorialized in a Memorandum of Understanding, subject to review by Office of the Chancellor Academic and Student Affairs and Office of Legal Counsel.
5. Universities wishing to deliver an accredited program in collaboration should work with the accrediting body to assure that all the programs in the Consortium continue to meet accreditation standards.
6. Otherwise, responsibilities of Teaching Institutions and Home Institutions apply to university partners in the Consortium – as Home Institutions to students enrolled at the university and as Teaching Institutions for courses shared with students enrolled at other universities.

IV. Procedures and Standards for Joint Degrees

- A. State System universities wishing to enter into a Joint Degree program, whether through reorganization of existing programs or creation of a new joint academic degree program, will follow local curricular procedures and State System policy

and procedures for the reorganization or new program approval process as appropriate.

- B. They will create a detailed Memorandum of Understanding that sets forth the responsibilities of each participating university and of students enrolled in the program.
- C. They will work together with accrediting bodies or state boards, as appropriate to ensure the Joint Degree programs meets standards for accreditation and requirements for board approval.
- D. They will admit students and confer the degree jointly.

IV. Procedures and Standards for Visiting Faculty (Article 7)

Sending Institutions will be reimbursed for Visiting Faculty by the Receiving Institution at the current rate approved by the ELG.

V. Implementation is effective immediately