PROCEDURES FOR THE REVIEW AND APPROVAL OF OFF-CAMPUS GRADUATE PROGRAMS

‘Off-campus’ status occurs when 50% or more of an already approved on-campus program can be completed off-site (i.e., at a location other than the Kent campus) or via distance/electronic and blended delivery methods.

Off-campus graduate degree programs and certificate/licensure/endorsement programs requiring 21 or more semester credit hours need RACGS approval. All off-campus certificate/licensure/endorsement programs involving teacher preparation, regardless of the number of credit hours, need approval from the Ohio Department of Education.

If 50% or more of the content of the off-campus program differs from the already approved on-campus program, the off-campus program must be approved by RACGS as a new program.

If there is no already approved on-campus counterpart, the off-campus program must be approved by RACGS as a new program.

The proposal for an off-campus program should describe:
1. The general nature of the program, including the program curriculum.
2. The delivery mechanism or off-site location.
3. Any differences between the original on-campus program curriculum and the off-campus program curriculum.

The proposal goes through KSU’s review process (department/school, academic college and EPC Graduate Council as an information item). If approved, the Dean of Graduate Studies will send the proposal to RACGS members for a 30 day review period. If no substantive objections are raised, the program will be included as an information item on the agenda of the next RACGS meeting and is considered approved.

If substantive concerns are raised, a document responding to each concern should be prepared. The Dean of Graduate Studies will send the response document to RACGS members. If RACGS members continue to have concerns, the proposal will be discussed and voted on at the next RACGS meeting. Approval requires an affirmative vote from two-thirds of all members in attendance, with the stipulation that no program will be approved with less than 8 “yes” votes.

If the approved program involves teacher preparation, RACGS forwards the proposal to the Ohio Department of Education for review and approval.