

OUT-OF-STATE/FOREIGN RESIDENT CREDIT COURSES

The Texas Higher Education Coordinating Board requires Texas universities offering resident credit courses in out-of-state/foreign locations to submit all organized and individual instruction courses (with the exception of thesis and dissertation courses) for approval. The Commissioner of Higher Education must approve all such state-funded courses in advance of the semester they are taught. Once the course has been approved, the application form is valid for three years.

The application form is available electronically and should be submitted to the Associate Dean for Academic Affairs by March 1 for Summer and Fall semesters and October 1 for Spring semesters. The department chair and the dean must sign the application form before it is forwarded to the Office of Institutional Research.

Forms are course and semester specific. All sections of a course are covered by one *Application to Teach an Out of State/Foreign Course* form. For example, three sections of SPN 312K will be taught in Argentina, therefore only one form is necessary for the teaching of SPN 312K, even if three different instructors teach the sections. However, if one of the SPN 312K courses will be taught in Spain, a separate form would be required.