Texas State University-San Marcos
Certification of Compliance

“I certify that the following criteria will be met for the course(s) as described in the proposal which are offered outside the state of “Texas.”

a. All students enrolled will meet all institutional standards for admission and will be actually admitted to the institution or to one of the participating institutions in an approved Texas Consortium.
b. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
c. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the Study-Abroad/Study-in-America/off-campus location.
d. Each course is on the approved course inventory of the institution, is a part of an approved degree or certificate program, and is justified in terms of academic, cultural, or other resources available at the specified location.
e. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.
f. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
g. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus and/or be agreeable to the faculty member and to the Director of the Offices of Correspondence, Extension & Study Abroad Programs.
h. Multi-course offerings may be treated as an aggregate.
i. Advertising or marketing for Study-Abroad/Study-in-America/off-campus classes will emphasize the instructional nature of the classes and not create the impression that they are primarily credit-for-travel experiences.
j. Faculty and staff will not realize unusual perquisites or financial gain for teaching Study-Abroad/Study-in-America/off-campus classes.
k. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.) state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.
l. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.
m. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries.
n. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

Date:______________  Signature:_________________________________