



University of Colorado
Denver | Anschutz Medical Campus

Campus Administrative Policy

Policy Title: Courses Taught in Faculty Homes and Other Private Residences

Policy Number: 1030

Functional Area: Academic and Faculty Affairs

Effective:	April 1, 2022
Date Last Amended/Reviewed:	March 1, 2022
Date Scheduled for Review:	March 1, 2029
Supersedes:	Courses Taught in Faculty Homes and Other Private Residences (January 1, 2013)
Approved by:	Donald M. Elliman Chancellor, University of Colorado Anschutz Medical Campus Michelle Marks Chancellor, University of Colorado Denver
Prepared by:	Offices of the Executive Vice Chancellors and Legal Counsel
Reviewing Offices:	Executive Vice Chancellors for Academic and Student Affairs
Responsible Officers:	Executive Vice Chancellors for Academic and Student Affairs
Applies to:	CU Anschutz CU Denver

A. Introduction

Increased reporting requirements by the Higher Learning Commission and by the federal government regarding the physical location (street address) of course offerings create the need for this policy. The University must be able to track, justify and manage the risks of off-campus course offerings at the homes of faculty.

B. Policy Statement

1. University courses shall not be taught in faculty members' homes or other private residences. Exceptions to this policy require approval of the Dean and EVC/Provost. See Exhibits A-C for information on requesting an exemption.
2. At the Denver campus, this prohibition includes individual class meetings. Voluntary social events, held outside class, are not prohibited, but are subject to all University regulations, including the [alcohol policy](#).
- 3.a. At the Anschutz Medical Campus, with the approval of the EVC, Deans may identify courses or categories of courses that may be exempted from the requirements of this policy, except the reporting requirements. Deans should use the forms attached to this policy to record both individual course exemptions and ongoing exemptions for categories of courses.
- 3.b. At the Anschutz Medical Campus, clinical practice rotations are exempt from this policy as the Higher Learning Commission does not require reporting of clinical practice sites.
- 3.c. At the Anschutz Medical Campus, occasional class meetings away from the designated classroom are allowed, if this practice is permitted by the individual school dean. Deans may also permit supplemental educational experiences, such as a journal club, away from the primary practice site, including the faculty member's home.

C. Reporting Requirements

A faculty member who has been granted an exemption (identified in B. 3.a) to offer an in-home course is responsible for providing information on the course location to the Registrar's Office for recording within ISIS (the student information system). The Office of Institutional Research and Effectiveness will then use the information within ISIS to report as required to the Higher Learning Commission.

Notes

1. Dates of official enactment and amendments:

Adopted by Provost on January 1, 2013. Modified to new format on May 15, 2018.

2. History:

Format modified on May 15, 2018 to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.

March 1, 2022: Modified as part of annual review cycle.

3. Cross References/Appendix:

[University Policy Framework and Hierarchy](#); [3000 – Establishing Campus Administrative Policies](#)

Exhibit A



University of Colorado **Denver**

A request for a waiver to offer a CU Denver Campus course or portion thereof in a faculty member's home/other residence must include the following information:

- Date of Request (Must be at least 12 weeks before start of term for which waiver is sought)
- Name of Faculty Member Making Request
- Name and Number of Course for which waiver is sought
- Dates of Term or Portion or Individual Class for which waiver is sought
- Reasons Course/Portion/Individual Class needs to be offered in faculty member's home:
- Location of faculty member's home/other residence:
- Signature of faculty member verifying:
 - They have determined there are no restrictions by the homeowners' association or similar organization, city or county on the offering of this course in the home/other residence.
 - They acknowledge that the university is not responsible to the faculty member/residence owner for injury or damage caused by course participants to the premises.
 - They take responsibility for any unsafe conditions on the premises.
 - The home setting offers access for students with disabilities.
- Required Approvals (with Signature and Date):
 - Dean of College/School making this request:
 - Provost
- Date of Notification of Office of Institutional Research and Effectiveness

Exhibit B



University of Colorado Anschutz Medical Campus

A request for a waiver to offer a University of Colorado Anschutz Medical Campus course in a faculty member's home/other residence must include the following information:

- Date of Request (Must be at least 12 weeks before start of term for which waiver is sought)
- Name of Faculty Member Making Request
- Term(s) and Year(s) for which single waiver is sought
- Dates of Term or Portion or Individual Class for which waiver is sought
- Reasons Course needs to be offered in faculty member's home or other residence
- Location of faculty member's home/other residence:
- Signature of faculty member verifying:
 - They have determined there are no restrictions by the home owners' association or similar organization, city or county on the offering of this course in the home/other residence.
 - They acknowledge that the university is not responsible to the faculty member/residence owner for injury or damage caused by course participants to the premises.
 - They take responsibility for any unsafe conditions on the premises.
 - They verify that the home setting offers access for students with disabilities.
- Required Approvals (with Signature and Date):
 - Dean of College/School making this request
 - Executive Vice Chancellor
- Date of Notification of Office of Institutional Research and Effectiveness

Exhibit C



University of Colorado **Anschutz Medical Campus**

A Dean's request for a waiver to offer University of Colorado Anschutz Medical Campus Category of Courses in a faculty member's home/other residence must include the following information:

- Date of Request
- Category of Courses (e.g. rural clinical rotations) for which a waiver is requested
- Length of Waiver (from start date to end date)
- Reasons this Category of Courses should be allowed to be taught in faculty member's home or other residence
- Location(s) of faculty member's home/other residence(s) if known
 - New locations must be reported to the Office of Institutional Research and Effectiveness each term.
- Dean's signature verifying the following conditions have been met:
 - Dean has informed faculty member(s) they are responsible for determining that there are no restrictions by the home owners' association or similar organization, city or county on the offering of this course in the home.
 - Dean has informed faculty member(s) that the university is not responsible to the faculty member/owner of residence for injury or damage caused by course participants to the premises.
 - Dean has informed faculty member(s) that they are responsible/liable for any unsafe conditions on the premises.
 - Dean has informed faculty member(s) that they are responsible for assuring that the home setting offers access for students with disabilities.
- Dean of College/School making this request
- Required Approvals (with Signature and Date)
 - Executive Vice Chancellor