

COMMISSION ON HIGHER EDUCATION  
Office of the President of the Philippines

July 17, 1995

CHED ORDER  
No. 26, s. 1995

POLICIES AND GUIDELINES FOR EXTENSION CLASSES

To: CHED Regional Directors  
Presidents of Private Colleges and Universities  
Presidents of State Colleges and Universities  
Heads of CHED-Supervised Institutions

1.0 GENERAL POLICY

The Commission on Higher Education encourages Higher Education Institutions with the capability to offer extension classes to implement such alternative delivery systems for the purpose of expanding access to quality education for the greater number of Filipino students or to showcase the best of the Filipino educational system.

2.0 EXTENSION CLASSES DEFINED:

An extension class is a class or program normally offered by a recognized educational institution in its main campus but which will now be offered in another location not otherwise specified in the Government Permit to Operate a Program issued to the Institution by the Commission on Higher Education. In the case of foreign educational institutions, an extension class in the Philippines are programs normally offered in the home campus with government recognition or its equivalent in their home country.

3.0 IMPLEMENTING GUIDELINES

3.1 Schools Qualified to Operate Extension Classes

3.1.1 Higher Education Institutions with programs accredited at Level III by any of the recognized accrediting bodies in the Philippines or its equivalent as recognized by CHED may offer extension classes for such programs. Educational Institutions with on-going extension classes but whose accreditation status for

these programs have not complied with the Level III requirement are hereby given a grace period of two years to comply or phase out the extension class.

3.1.2 Foreign higher education institutions with accredited programs in their home country (at the same or equivalent level as Level III in the Philippines) may offer extension classes for such programs in the Philippines provided that the foreign higher education institution shall arrange, through CHED, for a Philippine higher education institution to administer the program in the Philippines.

### 3.2 Processing and Documentation Requirements

3.2.1 For Philippine Higher Education Institutions. The following requirements shall be complied by the Philippine Higher Education Institution desiring to open extension classes:

- a) Proof of program accreditation as stipulated in Section 3.1.1.
- b) Compliance to CHED's policies and standards for the program in the new site or location.

In addition, if the program is to be extended outside of the Philippines, the following requirements shall be complied by the HEI:

- c) Acknowledgment and recognition of the host government of the extension classes to be conducted in their country.
- d) Concurrence of the Philippines' Department of Foreign Affairs.

3.2.2 For Foreign Higher Education Institution. The following requirements shall be complied by the foreign higher education institution:

- a) Accreditation papers in the University's home country;
- b) Accreditation status of the Philippine Higher Education Institution who will administer the program in the Philippines (at least Level II for the program in question);
- c) Memorandum of Agreement between the foreign university and the Philippine HEI.

4.0 FILING OF APPLICATION TO OPERATE EXTENSION CLASSES

The Institutions concerned shall file their applications to offer extension classes one year prior to the intended operation of the program. The institutions shall comply with the provisions of CHED Order No. 2, s. 1995 on "Opening of New Programs".

5.0 EFFECTIVITY. This Order shall take effect immediately

(SGD.) ANGEL C. ALCALA  
Chairman

Per Resolution dated 17 July 1995.

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