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OFFICE OF THE CHANCELLOR



BAKERSFIELD June 9, 2014

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MEMORANDUM

TO: CSU Presidents

FROM: Timothy P. White
Chancellor

SUBJECT: Extended Education: Self-Supporting Instructional Courses and Programs - Executive Order 1099

Attached is a copy of Executive Order 1099 relating to self-supporting courses and programs. This policy addresses the procedures to be followed by each campus of the California State University in offering extended education self-support courses and programs, including those offered during summer sessions and winter intersession.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call Dr. Sheila Thomas, State University Dean, Extended Education at sthomas@calstate.edu and (562) 951-4795; or Dr. Christine Mallon, Assistant Vice Chancellor, Academic Programs and Faculty Development at cmallon@calstate.edu and (562) 951-4672.

TPW/clm

Attachment

c: CSU Office of the Chancellor Leadership
Provosts and Vice Presidents of Academic Affairs
Vice Presidents of Finance
Commission on the Extended University
Deans of Extended Education

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4795

Executive Order: 1099

Effective Date: June 9, 2014

Supersedes: Executive Orders 255, 794, 804, and 1047

Title: Extended Education: Self-Supporting Instructional Courses and Programs

This executive order is effective immediately and is issued pursuant to section II of the Standing Orders of the Board of Trustees; sections 40100, 40100.1, 40102, 40103, 40200, 40201, 40202, 40300, 40402, 40403, 40400, and 40407 of Title 5 of the California Code of Regulations; sections 89704, 89705, 89708, and 89721 of the California Education Code; and Trustee Resolution REP 07-84-04. This policy addresses the procedures to be followed by each campus of the California State University in offering self-support courses and programs, including those offered during summer sessions and winter intersession. In all cases, such offerings shall be consistent with the California State University mission, policies, and applicable laws and regulations. Academic standards associated with all aspects of such offerings are identical to those of comparable state-supported CSU instructional programs.

Article 1. Purpose of California State University’s Extended Education Operations

Through extended education operations (also known as “special sessions” as defined in Education Code section 89708 or known as “continuing education” as it appears in Education Code section 89704), the California State University provides educational opportunities on a self-supporting basis to specialized audiences and local communities across the state and nation, and internationally. For the purposes of clarity and consistency, the term “extended education” will be used in this document.

Article 2. Definition of Terms

2.1 Certificate

A certificate declares that a student has satisfactorily completed the prescribed course of study in a certificate program. (Title 5 section 40400)

2.2 Certificate Programs

A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. At the discretion of the campus, academic credit earned in certificate programs may be awarded at the graduate and undergraduate levels.

Certificate programs may grant Continuing Education Units (CEUs) or academic credit; or they may include non-credit offerings. (EO 806)

2.3 Continuing Education Unit (CEU)

Distinct from the semester or quarter unit defined in Title 5 section 40103, the CEU is a flexible unit of measurement for non-academic credit in extended education activities. One CEU is defined as ten hours of participation in an organized extended education experience under responsible sponsorship, capable direction and qualified instruction.

2.3.1 CEUs can be used to record an individual’s participation in non-credit courses, programs, and activities, which may include various forms of independent and informal study.

2.4 Contract Credit

Contract credit is that for which an administrative fee is charged but no instructional costs are paid through CSU extended education. Contract credit shall apply to special sessions credit and extension credit. For example, contract credit is awarded for contracted professional development, as for teacher training when the CSU does not provide the actual instruction but does administer the awarding of credit. Contracted activities may also include non-credit for a specific audience, such as employees of a company. No more than 24 semester units of contract credit may be applied toward the degree. (Title 5 section 40407)

2.5 Cost-Recovery Budget Model

A self-support cost-recovery budget ensures that costs incurred by the CSU Operating Fund for services, products, and facilities provided to extended education and to CSU auxiliary organizations are properly and consistently recovered with cash and/or a documented exchange of value. (EO 1000)

2.6 Extended Education

Extended education is a means whereby the instructional courses and programs of the CSU can be provided on a self-support basis at times and in locations not supported by the CSU Operating Fund. Examples of extended education include but are not limited to: interim sessions between college year terms; course and degree program offerings scheduled at military bases, employment locations, organizations, correctional facilities, and other distant locations; and instructional programs for a specific client group requiring special services or scheduling accommodations.

2.7 Extended Education Local Trust Fund

Formerly the Continuing Education Revenue Fund, the Extended Education Local Trust Fund (“EE Local Trust Fund”) is the fund into which revenues received by the Trustees of the California State University from extended education and other self-supporting instruction—excluding Cal State Online and auxiliary programs—shall be recorded.

2.8 Extension Credit

Extension credit is often associated with professional development activities and is awarded (with limitations) for self-support courses, conferences, workshops and seminars. Title 5 section 40407 establishes limits for the application of extension credit toward CSU degrees and residency requirements.

2.9 Matriculated Student

A matriculated student is a student who has, through normal procedures, been admitted formally at a CSU campus to pursue an authorized degree, credential or certificate (for academic credit) and who is enrolled in or is expected to enroll in courses. A student may be matriculated through state-support university enrollment or through self-support extended education enrollment, or both.

2.10 Non-Credit Contract Program

A non-credit contract program offers non-academic credit activity for a specific audience, such as employees of a company.

2.11 Open University

Open University (also called “open enrollment”) allows non-matriculated individuals paying self-support fees to enroll in state-supported course offerings on a space-available basis—after reasonable steps have been taken to provide full enrollment opportunity to eligible state-support matriculated students. (Title 5 section 40202; EO 805)

2.12 Out-of-State or Out-of-Country Programs

Out-of-state and out-of-country programs are campus-based, self-supporting instructional activities of the CSU that provide instruction outside California. These programs provide a means of utilizing the expertise of the CSU faculty in activities benefiting both students and campuses. Students benefit from instruction not readily available from nearby educational institutions. The campus, staff, faculty and students benefit from broadened understandings of other states’ and countries’ educational practices and cultures. Unless specifically excluded or clearly inapplicable, these programs are subject to policies and procedures governing self-supporting instructional programs and international programs. (Education Code section 89705; Trustee Resolution REP 07-84-04)

2.13 Self-Support Mode

Instruction offered through self-support mode does not receive state general fund appropriations and instead collects non-state student fees that are adequate to meet the cost of maintaining operation in the long run. Such fees shall be required pursuant to rules and regulations prescribed by the trustees, including but not limited to fee policies such as Executive Order 1054 and Education Code section 89708.

2.14 Service Areas

Service areas are locations in which CSU campuses have traditionally delivered academic service. This includes but is not restricted to courses and programs transmitted by learning technologies, self-support “off-campus centers,” and face-to-face instruction. While the assignments of campus service areas was repealed by resolution of the Board

of Trustees on January 30, 2002 (ROR 01-02-01), a campus president is to confer before delivering academic services in a community traditionally served by another CSU campus. (See article 11.1.2.5.1 in this executive order.)

2.15 Special Sessions

As defined in Education Code section 89708, Special Sessions are self-supporting instructional programs conducted by the California State University. For the sake of consistency in this executive order, “extended education” shall be the term used, primarily, for instruction that does not receive state appropriations.

2.16 Special Sessions Credit (Academic Credit Earned in Extended Education)

Students enrolled in extended education may earn academic credit (“special sessions credit”) applicable to degree, certificate and credential programs. Special sessions credit may be applied in fulfillment of graduation residence requirements, consistent with Title 5 section 40403.

2.17 State-Support Mode

State-support mode is the type of funding structure in which the university receives state appropriations for instruction offered.

2.18 Supplant

Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year. (Education Code section 89708)

2.19 Supplement

A self-support version of an existing state-support course or program may be offered to supplement established offerings, as long as it does not constitute supplanting. Self-support offerings may exist without a state-support counterpart.

Article 3. Requirements

3.1 Accreditation

All CSU extended education instruction, whether offered within California or offered out of the state or out of the country, shall be consistent with all applicable policies of the Senior Commission of the Western Association of Schools and Colleges (WASC) and other accrediting bodies under whose jurisdiction the instruction falls. Required regional accreditation approvals shall be secured prior to program implementation.

3.2 Compliance with Campus and System Policies

Extended education degree, credential, and certificate programs shall be operated in accordance with all appropriate campus and system policies and procedures.

3.3 Educational Support Services

Campuses offering extended education shall provide educational support services (e.g. admissions and records, advising, library, and financial aid, among others) appropriate to the nature and scope of the program, with costs to be reimbursed by extended education.

3.4 Faculty Compensation

Faculty teaching academic-credit-bearing extended education courses or programs shall be compensated according to appropriate approved CSU salary schedules that are consistent with the applicable collective bargaining agreement for the program and fiscal year in question.

Article 4. Academic Standards

4.1 The campus president is responsible for the academic aspects of extended education instructional programs. (EO 1000)

4.2 Academic standards and requirements for state-support on-campus educational activities, courses and programs are the same for comparable extended education instruction, including extended education instruction conducted out-of-state and out-of-country. (EO 795)

Article 5. Requisite Conditions for Extended Education Operations

5.1 During Summer Sessions or Intersessions Between College Terms

5.1.1 Extended education instruction may provide continuing student access during summer sessions and intersessions, when CSU Operating Funds are unavailable or inappropriate.

5.1.2 Students shall be charged the full cost of instruction and any applicable campus-based fees for extended education offered during summer or intersessions.

5.1.3 No student shall be charged the nonresident tuition fee in addition to extended education fees.

5.2 During Regular College Terms

For an entire degree, credential or certificate program, or for individual academic-credit-bearing courses to be offered in extended education: (1) CSU Operating Funds shall be either unavailable or inappropriate for supporting the offering(s), and (2) at least one of the following additional criteria shall be met:

- a. The courses or program is designed primarily for career enrichment or retraining (Education Code section 89708);

- b. The location of the courses or program offerings is removed from permanent, state-supported campus facilities;
- c. The course or program is offered through a distinct technology, such as online delivery; or
- d. For new programs, the client group for the course or program receives educational or other services at a cost beyond what could be reasonably provided within CSU Operating Funds.
- e. For existing programs, there has been a cessation of non-state funding that previously provided for educational or other services costing beyond what could be reasonably provided within CSU Operating Funds.

Article 6. Limitations on Self-Support Courses, Programs, and Enrollments

6.1 Supplanting

- 6.1.1** Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year. (Education Code section 89708)
- 6.1.2** As a state institution, the CSU shall not require state-support matriculated students to enroll in self-support courses in order to fulfill the graduation requirements of a state-supported degree program.

6.2 Teacher Credential Programs

Basic credential programs (those for multiple subject, single subject, and education specialist) shall not be offered through self-support. However, the chancellor may grant exceptions based on the cost to students and the local demand for preparing new teachers. Proposed exceptions are to be addressed to the chancellor.

Article 7. Enrollment Limitations

Self-support students and state-support students shall not be enrolled in the same academic course, except:

- a. As allowed through Open University; or
- b. When non-CSU students enroll in these special sessions terms: summer, winter, or spring intersession; or
- c. When self-support matriculated students also pay state-support Tuition Fee to enroll in state-support courses; or

- d. When state-support matriculated students pay self-support fees to enroll voluntarily in self-support courses.

Article 8. Open University

- 8.1** A campus may designate each semester or quarter those state-supported regular course offerings for which non-matriculated students may enroll through Open University and earn special session credit, provided that enrollment in any such course for special session credit be permitted only after state-support matriculated students have had an opportunity to enroll in the state-supported regular course offering. (Title 5 section 40202)
- 8.2** Only state-supported matriculated students shall not be permitted to enroll through Open University.

Article 9. Required Residence Applicability

- 9.1** Special Sessions credit may be used to fulfill the residence graduation requirement. (See article 2.16 of this executive order.)
- 9.2** Extension credit (such as credit often associated with professional development activities) shall not be used to fulfill the residence graduation requirement. However, the chancellor may designate specified extension courses that may be offered for residence credit. (Title 5 section 40403(b)) (See article 2.8 of this executive order.)

Article 10. Applicability of Types of Credit

10.1 Credits Earned in Non-Matriculated Status

10.1.1 Special Sessions Credit Applied Toward Baccalaureate Degree Requirements

A maximum of 24 semester special session course credits taken by a non-matriculated student may be applied toward the baccalaureate degree. This maximum applies to special session course credit earned through self-support course offerings, as well as to state-support offerings in which credits are earned through Open University. (Title 5 section 40407.1)

10.1.2 Extension Credit

An academic department may allow up to a maximum of 24 semester units of extension credit to be applied toward degree requirements. (Title 5 section 40407)

10.1.3 Continuing Education Credit

CEUs shall not be converted to units of academic credit (semester or quarter units).

10.1.4 Special Sessions Credit Applied Toward Master's Degree Requirements

At the discretion of the academic department, up to 30 percent of the units that are applied toward satisfaction of graduation requirements may be earned while in non-matriculated status, whether taken through state-supported or extended education course offerings.

10.1.5 Exceptions

When the circumstances of an individual case make it appropriate, the appropriate campus authority, in consultation with the academic department, may authorize additional extended education courses (taken by non-matriculated students) to be applied toward fulfillment of degree requirements.

10.2 Credits Earned by Matriculated Students

There is no limit on the number of special session course units that may be earned by matriculated students and applied toward the extended education degree. (Title 5 section 40407.1)

10.3 Credit Allowance

A maximum of one semester unit may be allowed for each fifteen hours of instruction. (Title 5 section 40201)

10.4 Continuing Education Units

10.4.1 Implementation of Campus Policies Related to Continuing Education Units.

Each campus is authorized to develop and implement policies and procedures for non-credit extension program activities utilizing the Continuing Education Unit (CEU) as the standard unit of measurement of individual participation. Campuses choosing to utilize the CEU shall develop local policies and procedures consistent with national standards and systemwide requirements provided hereafter.

10.4.1.1 Campuses may choose to award a decimal fraction of a CEU when appropriate. However, when computing the number of CEUs to be awarded, only the number of complete instructional hours, or the equivalent, shall be considered. For example, a program involving 18.5 contact hours would award a maximum of 1.8 CEUs.

10.4.1.2 CEUs shall not be converted to units of academic credit (semester or quarter units).

10.4.2 Criteria for Individual Programs and Activities Awarding Continuing Education Units

Each campus shall develop its own criteria for awarding CEUs through non-credit-granting programs and for activities. At a minimum, these criteria shall include all of the following:

- a. The activity is planned to meet the educational needs of a specific target population. The following shall have an opportunity for input into the planning process: the target audience, faculty (or other qualified experts approved by the appropriate campus authority), and campus personnel assigned responsibility for the administration of such activities;
- b. The following program elements are determined during the planning stages and prior to program implementation approval: program purposes and objectives; student performance requirements; evaluation procedures suitable for measuring the effectiveness of program design and operation; and the number of CEUs to be awarded for satisfactory completion of performance requirements; and
- c. The program or activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the campus best qualified to determine the quality of the program content and to approve the resource personnel required.

10.4.3 Administration Related to Continuing Education Units

Each campus shall develop local administrative policies and procedures that at minimum shall provide for all of the following:

- a. Assignment of local administrative program responsibility to appropriate campus personnel;
- b. Recordkeeping and reporting functions ensuring that a permanent record is maintained for all CEUs awarded and for all programs for which the awarding of CEUs is authorized. The form and content of these records shall be consistent with nationally recognized standards for the maintenance of CEU records for students and programs, and the records shall be maintained and retained in accordance with CSU systemwide records/information retention and disposition schedules implementation policy (See Executive Order 1031);
- c. Program review-and-approval procedures consistent with procedures used for other campus-sponsored continuing education programs;
- d. Instructional and personnel review-and-approval procedures that are consistent with procedures used for other campus-sponsored continuing education programs; and
- e. Steps to preclude duplicate recordkeeping when such a program is jointly sponsored by another campus.

10.4.4 Fiscal Management Related to Continuing Education Units

Fiscal management related to activities for which CEUs are to be awarded shall be operated in accordance with the policies and procedures established in article 13 of this executive order.

Article 11. Implementation Procedures

Prior to implementation, all extended education instruction shall have been approved under procedures in place for state-supported instruction, and all academic policies governing self-support instruction shall be identical to or established under the same procedures as those governing state-supported instruction.

11.1 Required Approvals

11.1.1 Credential Programs and Certificate Programs

11.1.1.1 Basic teacher credential programs shall not be offered through extended education, except by the chancellor's written authorization (see article 6.2 of this executive order).

11.1.1.2 Other credential or certificate programs may be offered through extended education subsequent to securing all regularly required campus approvals; however, no Chancellor's Office approval is required.

11.1.2 Degree Programs

11.1.2.1 New Degree Programs

New degree programs may be offered through extended education subsequent to securing all regularly required campus and Chancellor's Office approvals.

11.1.2.2 Multiple Support Modes

Subsequent to obtaining requisite Chancellor's Office approvals, a campus may operate degree programs in state-support mode, self-support mode, or both, subject to the prohibition against supplanting.

11.1.2.3 Implementing a Self-Support Version of an Existing State-Support Program

Before implementing a self-support version of a previously approved state-supported degree program (degree type and title), Chancellor's Office approval is required. The proposal shall provide details sufficient to confirm that the existing state-support offering is not being supplanted, shall specify the program's qualification(s) to operate as a self-support special session, and shall include: a rationale for the new support mode, a detailed cost-recovery budget, student

fees per unit and total student cost to complete the program, anticipated enrollment, a campus commitment to provide adequate faculty resources, and the anticipated impact on the existing state-support program.

11.1.2.4 Changing from Self-Support Mode to State-Support Mode

Chancellor's Office approval is required in order to change a degree program's support mode from self to state support. The campus shall propose the change to the Chancellor's Office, specifying the degree program, offering a brief program description and rationale for making the change, and shall include: a detailed cost-recovery budget, student fees per unit and total student cost to complete the program, anticipated enrollment, a campus commitment to provide adequate faculty resources, and the anticipated impact on the existing state-support program.

11.1.2.5 Change of Geographic Location

Before implementing a previously approved degree program in a different geographic location, Chancellor's Office approval is required if WASC substantive change approval is required or if the program would be offered in another CSU campus' traditional service area. The proposal shall specify the program's qualification to operate through extended education and shall include a rationale for the new location, a detailed cost-recovery budget, student fees per unit and total student cost to complete the program, anticipated enrollment, a campus commitment to provide adequate faculty resources, and the anticipated impact on the existing state-support program.

11.1.2.5.1 Service Areas

Chancellor's Office approval is required prior to offering degree, certificate, and allowed credential programs within a service area traditionally served by another CSU campus. Proposals shall include evidence of both campus presidents' consent to the proposed location of operation. Entirely online instruction is not subject to service-area restrictions.

11.1.2.5.2 Out of State and Out of Country Operations

Chancellor's Office approval is required prior to offering degree programs out of the state or out of the country. Campuses shall comply with all existing requirements of WASC, as well as with CSU policies and procedures, including but not limited to Executive Orders 795, 1080, 1081, and 1082.

Article 12. Sponsorship and Ownership of Extended Education Programs, Courses, and Activities

- 12.1 Extended education instructional programs awarding academic credit or CEUs shall be owned and/or sponsored by a CSU campus and shall not be assigned or contracted to another party or organization, including campus auxiliary organizations.
- 12.2 Educational courses and programs offered through CSU auxiliary organizations may be only non-academic, credit-bearing instruction or non-CEU instruction. (EO 1059 section III (D.4))
- 12.3 Those extended education instructional programs that do not award academic credit or CEUs may be owned and/or sponsored by a CSU campus or CSU auxiliary organization, and shall be operated in accordance with the Education Code and Title 5 of the California Code of Regulations.
- 12.4 At the discretion of the campus president, extended education instructionally related programs and activities that do not award academic credit or CEUs and that are operated through CSU auxiliary organizations may use the California State University name and logo, along with identifying program ownership (i.e., extended education, foundation, etc.).

Article 13. Financial Management

13.1 Fiscal Responsibility

The campus president is responsible for the financial oversight of self-supporting instructional programs operated by the campus through extended education and for the financial aspects of non-credit bearing instructional programs offered by authorized CSU auxiliary organizations.

13.2 Financial Operation

13.2.1 Except for Cal State Online and auxiliary organizations generating revenue by offering non-credit instruction, revenues that the Trustees of the California State University receive from extended education instructional programs (which include credit and non-credit courses and programs offered in or out of the state or out of the country) shall be deposited to the credit of the State University Trust Fund and recorded to the extended education local trust fund (“EE local trust fund”). (Education Code sections 89721(i) and 89704(a))

13.2.1.1 All revenue generated by non-credit instruction operated through a CSU auxiliary organization shall be deposited in auxiliary accounts.

13.2.1.2 All Cal State Online revenue shall be deposited in the Cal State Online local trust fund.

- 13.2.2 The EE Local Trust Fund is subject to all the fiscal policies and procedures pertinent to the fund and is available solely “for the support and development of self-supporting instructional programs” as provided in Education Code section 89704.
- 13.2.3 EE Local Trust Fund balance may be carried forward from one year to the other to serve as working capital and to level out the fluctuations in operations.
- 13.2.4 The carry-forward EE Local Trust Fund balance for extended education operations shall not exceed six months of actual operating expenditures. Any campus wanting to exceed this limit shall have a business plan explaining why a carry-forward balance in excess of working capital is needed.

The campus president shall approve the required business plan, which is subject to review and written approval of the executive vice chancellor/chief financial officer or designee. In the absence of an approved business plan, the president may declare that the funds are excess funds, and excess funds may be made available to other campus programs that participate in the systemwide revenue bond program.

- 13.2.5 All extended education revenues may be pledged to the acquisition, construction, and improvement of facilities for extension programs, special session, and other self-supporting instructional programs, and may also be pledged to supplement other revenue funded projects relating to debt obligations issued by the trustees. (Education Code section 89704(d); State University Revenue Bond Act of 1947)
- 13.2.6 Deficit carry-forward balances shall not be permitted (Presidents’ Executive Council Carry-Forward Fund Policy, adopted August 28, 2007).

13.3. Budget Process

- 13.3.1 Extended education shall reimburse the CSU Operating Fund for any direct and indirect costs (including instructional and administrative costs) incurred during the offering of a self-supporting program. (Executive Order 1000; ICSUAM 3552.01, 202.2)
- 13.3.2 Each campus extended education unit shall submit an annual plan for revenue generation in extended education programs. These projections shall be included in the trustees’ annual budget submission to the state and shall include all extended education revenues.
- 13.3.3 It is the primary responsibility of the campus to monitor enrollments, revenues, and expenditures during any given fiscal year to assure fiscal stability. Budget changes should be initiated as necessary to assure this fiscal stability.

13.4 Student Fees

13.4.1 Campus fees shall be established in compliance with CSU fee policy. (EO 1054)

13.4.2 Extended education fees shall be determined locally on the basis of estimated per-person delivery cost and shall be approved by the president or designee.

13.4.3 In determining the fee, the campus shall:

- a. Detail the costs to be supported by the fee (including at least the cost of salaries, materials, travel, and student services and accommodations, for example);
- b. Specify the student cost per unit;
- c. As applicable shall specify the total cost to complete degree requirements; and
- d. Shall specify the number of students expected to enroll in the program annually.

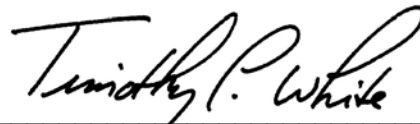
13.4.4 A record of these details associated with fees assessed for self-support programs and courses shall be maintained in auditable condition, in accordance with CSU systemwide records/information retention and disposition schedules implementation policy. (Executive Order 1031)

Article 14. Records Maintenance and Retention

Records shall be maintained and retained in accordance with systemwide records and information policy for retention and disposition schedules. (Executive Order 1031)

Article 15. Reporting Requirements

Upon Chancellor's Office request, campuses shall report on extended education activities.



Timothy P. White, Chancellor

Dated: June 9, 2014