


November 7, 2016

Coded Memo ASA-2016-26

MEMORANDUM

TO: CSU Presidents

FROM: Loren J. Blanchard, Ph.D. 

Executive Vice Chancellor

**CALIFORNIA STATE AUDITOR
PROVOST DEADLINE TO RESPOND**

MONDAY, NOVEMBER 21, 2016
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SUBJECT: Course Supplanting Prohibition and Reporting Requirement

In 2013, an audit by the California State Auditor of the California State University Extended Education identified a need for ongoing oversight of campus self-support operations by the Office of the Chancellor, as well as a need for consistent campus adherence to laws, policies and procedures. As a result, campuses are required to report annually on any supplanting activities (self-support programs or courses taking the place of state-support offerings) during the prior academic year.

Provosts/Vice Presidents of Academic Affairs will be asked to submit a report indicating:

- No courses, course sections or programs were eliminated in state support and added through self-support operations in the prior academic year.
- Yes, supplanting occurred in the prior academic year.

Annually, the Office of the Chancellor will run reports to identify:

- Any campus at which there was a decrease in state-support Full-time Equivalent Students (FTES) in the prior academic year, and
- Any campus at which there was an increase in state-support matriculants enrolled in self-support instruction.

The Office of the Chancellor will follow up with any identified campuses to determine if supplanting has taken place and to advise regarding any potential changes to campus practices and procedures.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Additional Guidance:

- Executive Order 1099 may be viewed and downloaded from:
<http://www.calstate.edu/EO/EO-1099.html>
- Policies and procedures regarding self-support education can be found here:
<http://www.calstate.edu/app/eepolicy/index.shtml>
- California Education Code is available at:
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

If you have additional questions, please contact Sheila Thomas, Assistance Vice Chancellor and Dean, Extended Education at stthomas@calstate.edu.

LJB/scj

c: Timothy P. White, Chancellor
Provosts/Vice Presidents for Academic Affairs
Nathan Evans, Chief of Staff and Senior Advisor, Academic and Student Affairs
Christine Mallon, Assistant Vice Chancellor, Academic Programs and Faculty Development
Deans of Extended Education