



THE CALIFORNIA STATE UNIVERSITY

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DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

Code: AA-2004-19

To: Provosts and Vice Presidents for Academic Affairs
From: David S. Spence *David Spence*
Date: June 4, 2004
Subject: Special Sessions Planning and Program Discontinuation

Because of recent and projected budget reductions, many campuses have undertaken an academic and fiscal review of graduate and/or professional programs and considered whether or not to cease offering some of these programs through state-support and to offer them exclusively through Special Sessions (on a self-support basis). The purpose of this memorandum is two-fold: (1) to propose some guidelines for making a transition from state- to self-support, and (2) to ask your assistance in keeping us informed about transitions of state-supported programs to self-support.

Guidelines

When Executive Order 802 (attached) was issued, the assumption was that most new Special Sessions programs would be created to complement already existing state-funded programs. However, the current climate has encouraged campuses to consider the complete removal of programs from state-support and their migration entirely to self-support. If this is under consideration, campuses should review system and campus guidelines for academic program discontinuation. Coded memo AAP 91-14, dealing with this topic, is also attached. In particular, campuses should note that Executive Order 802 indicates that Special Sessions should be different from regular sessions, such as in location, client group, or format.

Our obligation to CSU students who are regularly matriculated in state-support programs is critical. We must take steps to ensure that these students are allowed reasonable opportunity to complete their degree programs in accord with what could be generally be expected when they first enrolled in those programs.

Therefore, the following guidelines are proposed:

- Students currently enrolled in the state-supported academic program must be given reasonable opportunity to complete the program paying no more than they would in

regular session. To force current students into Special Sessions programs would violate the statutory prohibition of “supplanting” state-support programs.

- Closure of the state-supported academic program should be in conformity with the campus program discontinuation policy. As is currently the case, the Chancellor’s Office must be notified when the campus has decided to discontinue a program. Early notification would be appreciated.
- Although the state-supported academic program may have to be phased out over several terms, the Special Session version of the same academic program may begin to admit new students immediately.
- Students admitted to, but not yet enrolled in, a discontinued state-support academic program must be notified as soon as possible that the state-support program has been eliminated and that they may enroll in the Special Session program or be evaluated for admission to another state-supported program.
- New Special Session academic programs that have never been authorized as state-support programs must go through all normal campus, system, and state-level approval processes.
- New Special Session academic programs that have been authorized as state-support programs (having secured all campus, system, and state-level approvals) do not require additional approval. However, the campus must notify the Chancellor’s Office that the program is now being offered in a Special Sessions format.
- Student fees established for Special Sessions should recover all costs associated with the operation of the program. In addition to the cost of direct instruction, this cost recovery should include, where applicable, the cost of academic support and administration, student services, facilities rental and maintenance, and utilities.
- Special Sessions student fees should not be used to subsidize the operation of state-supported programs. Revenues and expenditures for state-support and self-support programs should be kept separate and distinct.

Information about Transition of State-Supported Programs to Self-Support

Because many CSU constituencies have registered interest as well as, in some cases, concern over transitions of academic programs from state-support to self-support, it would be helpful if the Chancellor’s Office were informed promptly about these actions taking place on campuses. Having this information would assist the Chancellor and Executive Vice Chancellors in answering questions from legislative staff, news reporters, and others.

If you have questions or concerns, please contact me; Dr. Jolayne Service, Dean of Academic Planning (562-951-4723); or Dr. Edward McAleer, Dean of Extended Education (562-951-4795).

Attachments

EO 802
AAP 91-14

c: Presidents
Associate/Assistant Vice Presidents, Academic Programs
Associate Vice Presidents/Deans, Graduate Studies
Extended and Continuing Education Deans and Directors
Dr. Jolayne Service
Dr. Edward McAleer

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



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SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

January 31, 2002

MEMORANDUM

TO: CSU Presidents
FROM: Charles B. Reed
Chancellor
SUBJECT: Executive Order No. 802
Special Sessions

Attached is a copy of Executive Order No. 802, which updates policy related to special sessions. This executive order supersedes Executive Orders No. 166 and No. 466.

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.

CBR/clm

Attachment

cc: Vice Presidents for Academic Affairs
Extended Education Deans

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4700

Executive Order: 802
Title: Special Sessions
Effective Date: January 31, 2002
Supersedes: Executive Order Nos. 166 and 466

This executive order is issued pursuant to Section 40200 of Title 5 of the California Code of Regulations and is effective immediately. This executive order addresses the procedures to be followed by each campus of the California State University in offering special sessions courses and programs.

A. Definition and Purpose

Special sessions are a means whereby the instructional programs of the CSU can be provided to matriculated students¹ on a self-support basis at times and in locations not supported by State General Fund appropriations. Such offerings shall be consistent with the CSU mission and applicable laws and regulations. Academic standards associated with all aspects of such special sessions are identical to those of comparable instructional programs. Examples of special sessions include: interim sessions between college year terms; programs of a continuing nature offered at military bases, correctional facilities, and other distant or isolated locations; and instructional programs for a specific client group requiring special services.

Special sessions also provide a means whereby state-supported course offerings can be made available to non-matriculated students paying self-support fees through Open University/Concurrent Enrollment (Title 5, California Code of Regulations, Section 40202). A maximum of 24 semester units (36 quarter units) in special session course credit earned through state-supported or self-support regular course offerings in non-matriculated status may be applied toward a degree (Title 5, California Code of Regulations, Section 40407.1).

Self-supporting special sessions shall not supplant regular course offerings available on a state-supported basis during the college year (Education Code Section 89708).

¹ A matriculated student is a student who has, through normal procedures, been formally admitted to and enrolled at a CSU campus to pursue an authorized degree, credential, or certificate.

B. Financing

Special sessions are self-supporting with fees set by the campus to cover the costs of instruction and other services (Education Code Section 89708). Special sessions shall be operated within the framework of the State University Continuing Education Revenue Fund (Education Code Section 89704) with the option now to deposit the revenues in local trust accounts (Education Code Section 89721 (i)). Special sessions funds are subject to all the fiscal policies and procedures pertinent to the fund in which the revenues are deposited and are available "for the support and development of self-supporting instructional programs" as provided in Education Code Section 89704.

C. Requisite Conditions

1. For a group of courses or program to be offered under special sessions, both of the following criteria must be met:
 - a. State General Fund appropriations to support the program must be either unavailable or inappropriate. Examples of inappropriate use of State General Fund appropriations would include courses or programs delivered primarily out of state.
 - b. The courses or program must be different from approved, state-supported programs operating on campus by one or more of the following:
 - i. The courses or program is designed primarily for career enrichment or retraining (Education Code Section 89708).
 - ii. The location of the courses or program offerings is significantly removed from permanent, state-supported campus facilities.
 - iii. The client group for the courses or program receives educational or other services at a cost beyond what could be reasonably provided under state support.
2. All special sessions must have the following characteristics:
 - a. Each must consist of a planned presentation of a degree, credential, or certificate program or a group of courses offered at a particular location or through a distinct technology. Courses may be presented concurrently or sequentially but in a defined time frame.
 - b. While a special session need not offer all or even a significant portion of a degree, credential, or certificate program, it must be planned to serve a substantive educational objective supportive of such programs; *e.g.*, an opportunity for a matriculated student to accelerate achievement toward an objective, or a significant portion of a degree program offered for military or business personnel.
 - c. Degree, credential, or certificate programs offered through special sessions must secure all regular campus and system approvals. Such programs may have a state-supported counterpart operating on campus, or they may operate only as self-supported programs through special sessions. The Chancellor's Office shall be notified when previously approved, state-supported degree or credential programs

Executive Order No. 802

are first offered in self-support mode through special sessions.

- d. Self-supporting degree, credential, or certificate programs offered under the provisions of this executive order shall be operated in accordance with all appropriate campus and system policies and procedures.
- e. Campuses offering special sessions shall provide educational support services (e.g., admissions and records, advising, library, financial aid) appropriate to the nature and scope of the program.
- f. All instruction offered shall have been approved under procedures utilized for state-supported programs, and all academic policies governing special sessions shall be identical to or established under the same procedures as those governing state-supported programs.
- g. All students in special sessions degree programs and education credential programs must be matriculated. Non-matriculated students paying self-support fees may enroll in special sessions courses on a space-available basis. A maximum of 24 semester units (36 quarter units) in special sessions course credit taken as a non-matriculated student may be applied toward a degree (Title 5, California Code of Regulations, Section 40407.1).
- h. Location of instruction must be in accordance with pertinent system policies.
- i. Special sessions offerings must be consistent with all applicable policies of the Western Association of Schools and Colleges and other accrediting bodies under whose jurisdiction special sessions fall.
- j. Academic credit offered through special sessions shall be applicable toward residence credit requirements at the campus offering the special sessions.²
- k. Special sessions courses shall not be offered at times or places that are likely to supplant or limit offerings of the state-supported program (Education Code Section 89708).
- l. Faculty shall be compensated according to approved special sessions salary schedules.

D. Records Maintenance

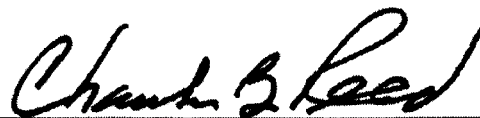
Each campus shall maintain records of special sessions activity that include:

1. Name, location, and time of each special session course/program.
2. Brief description of the purpose of each special session course/program.
3. Enrollment data, including number of graduates, as specified in system enrollment reporting requirements.
4. Faculty workload and salary data.

² However, a maximum of 24 semester units (36 quarter units) in special session course credit earned through state-supported regular course offerings (Open University/Concurrent Enrollment) may be applied toward a degree (Title 5, California Code of Regulations, Section 40407.1).

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5. An indication as to whether the session is one-time or recurrent, including the projected number of cycles of offerings.
6. If applicable, changes anticipated in future cycles of offering.

A handwritten signature in black ink, appearing to read "Charles B. Reed". The signature is written in a cursive style with a horizontal line underneath it.

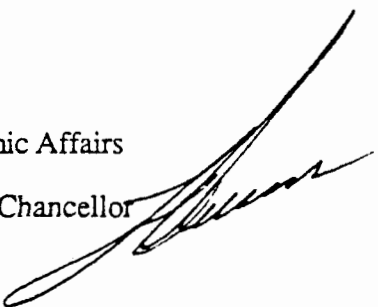
Charles B. Reed, Chancellor

Dated: January 31, 2002

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275

Code: AAP 91- 14

Date: April 2, 1991
To: Vice Presidents, Academic Affairs
From: Lee R. Kerschner, Vice Chancellor
Academic Affairs



Subject: Policies on Academic Program Discontinuation

System policies on academic program discontinuation were last addressed in the late 1970's and early 1980's and are still extant. The purpose of this memorandum is to provide information about these policies and the procedures to be used in the event of academic program discontinuations.

EP&R 79-10, issued on January 26, 1979, outlined interim policies for program discontinuance. These are attached. They call on each campus to have written procedures, approved by the Chancellor, for the discontinuance of academic programs. These agreements were later developed by most CSU campuses, and approval was granted for each policy that incorporated the elements outlined in the interim policy, namely broad consultation and mechanisms to permit enrolled students to earn their degrees. Approved policies for 16 campuses are on file in the Chancellor's Office (four campuses have not submitted policies for approval). Campus program discontinuation policies were approved by the Chancellor on the following dates:

Chico	1/8/90
Dominguez Hills	10/7/80
Fullerton	9/17/81
Hayward	10/9/81
Humboldt	7/14/90
Long Beach	11/27/90
Los Angeles	7/20/80
Northridge	12/17/82
Sacramento	8/11/81
San Bernardino	9/16/81
San Diego	4/15/81
San Francisco	5/13/80
San Jose	5/28/80
San Luis Obispo	10/29/81
Sonoma	9/15/81
Stanislaus	6/12/89

Distribution: Presidents
Associate Vice Presidents, Academic Affairs
Deans of Graduate Studies
Deans of Undergraduate Studies
Chairs, Academic Senates
Chancellor's Office Staff

Copies of approved campus policies may be obtained from Dr. Sally Casanova ((213)-590-5952) or Ms. Margery Lazar ((213) 590-5759) in Academic Affairs, Plans.

The interim policy also specified that proposals for degree program discontinuation were subject to review by the Chancellor, and EP&R 80-45 (June 12, 1980), advised campuses of the guidelines that were being used by the Office of the Chancellor to review academic degree program discontinuation proposals. That memorandum advised that recommendations of the Project Team on Academic Programs would be honored, specifically the following recommendation:

The primary responsibility for identifying programs to be discontinued in response to enrollment changes should rest with each campus. Campus recommendations for program discontinuation should, however, be reviewed by the Chancellor's Office for assessment of system and statewide impact.

Since that memorandum was issued, the Chancellor's Office has asked only that proposals for academic program discontinuation contain assurance that approved campus procedures were followed. Campuses were advised that "system and statewide impact" might be questioned only if programs to be discontinued were core undergraduate programs; programs which would leave a large population without program alternatives; and/or systemwide impacted programs. In subsequent years, all program discontinuation proposals were submitted using campus guidelines (or, in their absence, the interim system guidelines shown attached), and all discontinuation proposals have been approved.

We are aware that a number of campuses are considering academic program discontinuation, and that the timing of such decisions is crucial. Consequently, we are modifying the requirements for Chancellor's Office review, as follows:

1. Campuses without approved discontinuation policies will continue to observe the guidelines of EP&R 79-10. Discontinuation proposals should be submitted to the Chancellor, and they should include an explanation of how the interim criteria were met. Degree program discontinuations shall not become effective until they have been approved by the Chancellor.
2. Campuses with approved discontinuation policies may discontinue programs without prior Chancellor's approval, provided the campus policies are observed; provided the Chancellor's Office is informed of the discontinuations; and provided that the discontinuation is consistent with all Trustee and system policies, including provisions of the MOU where applicable.

To the extent possible, we will attempt to remove programs from the list of programs in the 1992-93 application booklet, which is being revised over the next few months. Prompt notification of discontinuations would therefore be appreciated.

Questions may be directed to Dr. Sally Casanova ((213) 590-5953), Dr. Jolayne Service ((213) 590-5746, or Dr. Janice Erskine ((213) 590-5953).

DISCONTINUANCE OF AN ACADEMIC PROGRAM

An academic program is defined for this purpose as a sequence of courses leading to a degree.

1. Each campus shall have written procedures, approved by the Chancellor, for the discontinuance of academic programs. These campus procedures are to be based on the following general provisions, insofar as possible:
 - a. A proposal to discontinue an academic program will ordinarily be the result of a regular or ad hoc review of the program.
 - b. The review shall include broad consultation with groups or persons likely to be affected by the discontinuance, including enrolled students.
 - c. The proposal shall specify mechanisms to permit enrolled students to earn their degrees.
 - d. The president shall review the proposal with the advice of the campus academic senate and/or appropriate representative committees constituted for this task.
2. All proposals for program discontinuation are subject to review by the Chancellor. This review will be conducted within the following guidelines:
 - a. The campus president shall inform the Chancellor of the proposed discontinuation.
 - b. The Chancellor will review the proposal for systemwide effects with advice from whatever groups he deems appropriate, and may request additional information from the campus if needed for this review.
 - c. The Chancellor will ordinarily provide comments on all such proposals within 30 days. He will inform the President of any system concerns so that these may be considered in the final decision.
 - d. The President shall not take any administrative action leading to the de facto or official discontinuation of an academic program before the Chancellor has commented on the proposal.