

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

December 18, 1972

TO: Presidents

FROM: Glenn S. Dumke 
Chancellor

SUBJECT: Executive Order No. 166:
Admission to External Degree Programs

Attached is a copy of Executive Order No. 166, Admission to External Degree Programs, which establishes systemwide policy and procedure for admitting students to an external degree program offered by a campus of The California State University and Colleges.

In accordance with 5 California Administrative Code Section 40700, students enrolling in extension and summer session courses offered in external programs leading to degrees need not meet the requirements for admission which have been established for admission of regular students to a campus.

Because admission to an external degree program does not constitute admission to the campus, such admission will not follow common admission procedures of The California State University and Colleges. A separate application form for these programs is currently being developed by the Division of Continuing Education in cooperation with Admissions Services.

Specific prerequisites for enrollment in extension and summer session courses which are part of external programs may be established for each course, or for all courses in each external program, in the same manner as has always been true for extension and summer session courses.

The Office of Admissions and Records on each campus shall be reimbursed from Continuing Education funds for the [actual] cost of recording enrollments and grades, processing applications for admission, evaluating transcripts, preparing transfer credit summaries, checking for eligibility for admission, checking completion of requirements for the awarding of the degree, recording the degree, and preparing diplomas.

Questions regarding this Executive Order should be addressed to Dr. Ralph D. Mills, State University Dean, Continuing Education.

GSD:sn

cc: Vice Presidents for Academic Affairs
Deans of Continuing Education
Deans of Students
Associate Deans, Admissions and Records
Chancellor's Staff

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Admission to External Degree Programs
Executive Order No. 166

Admission of students to external degree programs offered by any campus of The California State University and Colleges shall be governed by the following policies and procedures. In accordance with 5 California Administrative Code Section 40700, external degree students are not admitted to a campus as regular students, but are admitted to an external degree program in accordance with the provisions of this Executive Order.

1. Specific requirements shall be developed for admission to each external degree program which shall be appropriate to the students to be served and the curriculum to be offered.
2. In addition, all students admitted to such programs shall meet the following requirements:
 - A. Have completed a minimum of 56 units of transferable college credit. This requirement shall not apply in programs of testing or assessment in which instruction is not offered, nor in the case of lower division programs of instruction conducted in cooperation with appropriate community colleges;
 - B. Be individuals whose maturity, experience, previous academic background, and scholastic aptitude indicate a probability of success in the external curriculum; and
 - C. Be persons who, by reason of geography, employment, family responsibilities or other personal circumstances, would find it difficult to spend extensive periods of time "in residence" on a college campus; or who are employees of a particular firm, agency, institution, or occupational group for whom an external curriculum has been designed.
3. The application for admission to the external degree program shall be filed by a prospective candidate prior to the time he or she has completed nine semester units or the equivalent of work in an external degree program which the student wants credited toward his degree.

4. Each campus shall develop an application for advancement to full candidacy (external degree program) in accordance with guidelines to be issued by the State University Dean of Continuing Education. This application shall be submitted after the student has completed at least half of the upper division or graduate course work which will be counted toward the degree.
5. Advancement to full candidacy will be made by the campus on the basis of a review of the candidate's work and by other means designed to determine whether the quality of the student's academic preparation will enable him or her to complete requirements for the degree in accordance with academic standards which are comparable in quality to those established for regular students.
6. The campus shall develop procedures for a final evaluation of the academic attainment of candidates for the degree prior to recommending award of the degree. The proposal to establish an external degree program shall specify the procedures which will be used to perform the final evaluation.
7. Proposals for external programs in which the degree will be awarded on the basis of the passing of examinations, or by means other than the accumulation of course credit, shall include the procedures which will be used to meet the provisions of this Executive Order with respect to the admission of students to external programs, their advancement to full candidacy, and the final evaluation of their academic attainment.
8. Credit entered on permanent records shall be identified on those records with the notation: "Credit earned in a continuing education program (extension or summer session) for residence credit pursuant to an external degree program."

Dated: December 18, 1972



Glenn S. Dumke, Chancellor

No. 166: Admission to External Degree Programs