

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

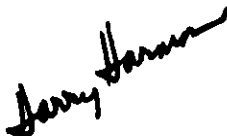
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

(213) 590- 5512

Date: August 1, 1978

To: Presidents

From: Harry Harmon
Executive Vice Chancellor



Subject: Regulations Governing Extension Student Enrollment in Regular
Session Offerings - Executive Order No. 298

I am transmitting to you a copy of Executive Order No. 298 regarding enrollment in regular session offerings by extension students.

The principal difference between this and Executive Order No. 146, which is now superseded, concerns the allocation of the enrollment revenue. The action is consistent with the recommendation of the Task Force on Continuing Education.

Care should be taken in the manner in which implementation is accomplished so that everyone will understand that the purpose is to afford opportunity and permit utilization of class spaces not anticipated during regular admission cycle. Special effort should be taken to overcome any tendency to view this as a device for assessing tuition indirectly. (It should be noted that most participants will pay fees not significantly higher than for part-time regular enrollment.)

In accordance with The California State University and Colleges policy, the campus President has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

HH:mc

Distribution: Vice Presidents for Academic Affairs
Deans of Extended Education
Business Managers
Chancellor's Staff

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

Executive Order No.: 298
Title: Regulations Governing Extension Student Enrollment in Regular Session Offerings
Effective Date: August 1, 1978
Supersedes: Executive Order No. 146

This Executive Order is issued pursuant to and in implementation of Article 4, Section 40301 of Title 5 of the California Administrative Code.

1.00 Available Courses

- 1.01 Ordinarily, the regular course offerings in which extension students may be enrolled shall be limited to upper division and graduate courses and to lower division courses not readily available at nearby community colleges.
- 1.02 Enrollment or potential enrollment of extension students shall not be the basis for addition of a new course section, nor shall such enrollment alone justify continuation of a course section which would otherwise be canceled due to low enrollment of regularly matriculated students.
- 1.03 The size of the class shall not be increased due to extension enrollments beyond the maximum size which would ordinarily be determined to be appropriate for the particular course. The college may further limit the number or proportion of extension enrollees in a regular course offering to assure maintenance of quality.

2.00 Enrollment in Available Courses

- 2.01 Enrollment of extension students in regular courses shall not be permitted in any course until reasonable steps have been taken to provide full enrollment opportunity to students who are regularly enrolled and otherwise eligible to take the course.
- 2.02 The college may require that extension students meet course prerequisites and may establish other requirements for enrollment in particular courses.
- 2.03 Registration of extension students in regular courses and similar procedural activities shall be conducted in such a manner as not to interfere with the course instruction.


3.00 Fees and Reimbursement

- 3.01 Fees in addition to those ordinarily assessed extension students shall not be charged such students because of their enrollment in regular courses at the college.
- 3.02 Faculty who teach regular courses in which extension students are enrolled shall not be paid additional direct faculty compensation for teaching the extension students.

- 3.03 All revenues derived from concurrent enrollment of extension students in regular courses shall be deposited in the Continuing Education Revenue Fund.
- 3.04 The allocation of all revenues derived from concurrent enrollment of extension students in regular courses shall be determined by the president following consultation with appropriate faculty representatives. Expenditures from the Support appropriation associated with the implementation of concurrent enrollments shall be reimbursed from the Fund in accordance with established procedures. Documentation of revenues and expenditures related to this program shall be maintained in sufficient detail to facilitate the conduct of evaluative studies.

4.00 Record Keeping

Registration and enrollment records concerning regular classes in which extension students are enrolled shall be kept so as to differentiate between regular and extension students for purposes of reporting.



Glenn S. Dumke, Chancellor

Date: August 1, 1978