

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

(213) 590-5691

Date: August 22, 1985

To: Presidents

From: W. Ann Reynolds
Chancellor

Subject: Special Sessions — Executive Order No. 466

I am transmitting to you five (5) copies of Executive Order No. 466 (which supersedes Executive Order No. 407). This Executive Order prescribes procedures to be followed by each campus in offering Special Sessions courses and services.

The President is responsible for implementing this Executive Order and for maintaining the campus repository and index for all Executive Orders.

Questions should be directed to the State University Dean, Extended Education.

WAR:lf

Attachment

Distribution: Vice Presidents, Academic Affairs
Deans, Extended/Continuing Education
Business Managers
Chancellor's Staff

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

Executive Order No.: 466
Title: Special Sessions
Effective Date: August 22, 1985
Supersedes: Executive Order No. 407

This Executive Order is issued pursuant to Section 40200 of Title 5 of the California Administrative Code, 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 services.

A. Purpose

Special Sessions provide a means whereby the instructional programs of the CSU can be provided at times and in locales not supportable by the State General Fund appropriation when the offering is 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 summer sessions, interim sessions between regular terms, programs of a continuing nature offered at military bases, correctional facilities and other distant or isolated locations, External Degree Programs, and instructional programs for a specific client group where state support would not be appropriate.

Self-supporting Special Sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year.

B. Financing

Special Sessions are self-supporting and shall be operated within the framework of the CSU Continuing Education Revenue Fund. As such, they are subject to all pertinent fiscal policies and procedures.

C. Requisite Conditions

All Special Sessions must have the following characteristics:

1. Each must consist of a planned presentation of a degree program or a group of courses at a particular location. Courses may be presented concurrently or sequentially but in a defined timeframe.
2. While a Special Session need not offer all or even a significant portion of a degree or certificate program, it must be planned to serve a substantive educational objective supportive of such programs; e.g., opportunity for a matriculated student to accelerate achievement toward a degree objective, a significant portion of a degree program offered for military or business personnel.
3. Campuses may offer self-supporting degree programs under the provisions of this Executive Order. However, the campus may not offer a self-supporting degree program for which there is no approved, state-supported counterpart operating on campus.

4. Self-supporting degree programs offered under the provisions of this Executive Order shall be operated in accordance with all appropriate campus and system policies and procedures. Existing External Degree Programs and all planned self-supporting degree programs having no state-supported on-campus counterparts shall continue to be subject to all the policies and procedures governing External Degree Programs.
5. Special Sessions must provide educational support services (advising, library, financial aid, admissions and records, etc.) appropriate to the nature and scope of the program.
6. All instruction offered must have been approved under procedures utilized for regular 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.
7. Location of instruction must be in accordance with pertinent system policies.
8. 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 they fall.
9. Degree credit offered through Special Sessions shall be applicable toward residence credit requirements at the campus offering the Special Sessions.
10. Special Sessions courses shall not be offered at times or places where they are likely to supplant or limit offerings of the state-supported program.
11. Faculty shall be compensated according to approved Special Sessions salary schedules.

D. Special Sessions and Impacted Programs

Under certain circumstances, it may be appropriate to offer Special Sessions instruction primarily as a means of extending educational opportunity when state-supported resources are not adequate to meet identified needs. Such programs must meet the following conditions:

1. The offerings must be designated to supplement an officially impacted program.
2. It must be possible to make clear and equitable distinctions between those eligible for admission into the impacted program and those eligible for the Special Sessions only.
3. Admission standards and application procedures must be described.
4. There must be a full explanation of the instructional resources to be utilized (faculty, supplies and services, equipment, space, etc.) including the extent to which regular faculty will be utilized and how they will be compensated.

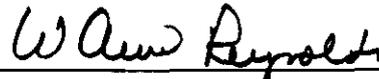
E. Annual Report

On or before the second Monday in September, each campus shall submit a summary report of all its Special Sessions activity for the previous fiscal year to the State University Dean for Extended Education. The report shall include:

1. Name, location and time of each session.
2. Brief description of the purpose of each session.

Executive Order No. 466

3. Enrollment data, including number of graduates, as specified.
4. Faculty workload and salary data as specified.
5. An indication as to whether the session is recurrent or a one-time offering. If recurrent, include the projected number of cycles of offerings.
6. If the Special Sessions program is to be repeated, what changes will be made in the program? Will there be changes in the curriculum, the site, etc.?
7. If the Special Session is offered in conjunction with an impacted program, information called for in Section IV is required.



W. Ann Reynolds, Chancellor

Date: August 22, 1985