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November 12, 2001

## MEMORANDUM

**To:** CSU Presidents

**From:** Charles B. Reed  
Chancellor

**Subject:** Executive Order No. 795  
Procedures Governing Self-Supporting Programs Outside the State of California, Conducted Through the Continuing Education Revenue Fund or Local Trust Accounts

Attached is a copy of Executive Order No. 795, which defines out-of-state and out-of-country self-supporting instructional programs, specifies the procedures for depositing funds (in the Continuing Education Revenue Fund), and establishes that policies governing self-supporting instructional programs shall also apply to out-of-state and out-of-country programs. This executive order supercedes Executive Order No. 448.

In accordance with the 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.

Please address any questions you may have regarding this executive order to the State University Dean, Extended Education (562) 951-4795 or the Executive Vice Chancellor and Chief Financial Officer, Business Affairs (562) 951-4600.

CBR:clm

Attachment

c: Executive Staff, Office of the Chancellor  
Extended Education Deans

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

**Executive Order:** 795

**Title:** Procedures Governing Self-Supporting Programs Outside the State of California, Conducted Through the Continuing Education Revenue Fund or Local Trust Accounts

**Effective Date:** November 12, 2001

**Supersedes:** Executive Order No. 448

**1.0 Definitions and Introduction**

Out-of-state and out-of-country programs are campus-based, self-supporting instructional activities of the California State University that provide instruction outside California, either site-bound or transmitted electronically. Those programs shall be conducted through the Continuing Education Revenue Fund (Education Code 89705) or through Continuing Education funds, which are deposited in local trust accounts (Education Code Section 89721). The procedures herein do not apply to self-support foreign travel-study programs nor to those sponsored by auxiliary organizations.

The programs authorized by this executive order and related Board of Trustees policy provide a means of utilizing the expertise of the CSU faculty in activities benefiting both students and campuses. Students benefit from instruction not readily available from nearby educational institutions. The sponsoring campus benefits from the faculty's broadened understanding of the educational practices and cultures of other states and countries.

This executive order supplements existing policies and procedures governing self-supporting instructional programs. Unless specifically excluded or clearly inapplicable, those existing policies and procedures shall also apply to out-of-state and out-of-country programs.

Particular attention should be given to the following executive orders:

- E.O. 181—*Provisions for Extension & Summer Session Independent Study Programs Involving Foreign Travel*
- E.O. 255—*Provisions Governing Implementation of the Continuing Education Unit Within the California State University and Colleges*

- E.O. 298—*Regulations Governing Extension Student Enrollment in Regular Session Offerings*
- E.O. 313—*Financial Management of Continuing Education*
- E.O. 466—*Special Sessions*
- E.O. 590—*Student Air Travel*
- E.O. 740—*California State University Student Fee Policy*
- E.O. 745—*Self-Support Campus Based Study Abroad Programs*

## 2.0 Authority

This executive order is issued in accordance with Board of Trustees resolution REP 07-84-04, adopted by the Board on July 11, 1984.

### 2.1 Responsibility

The campus president is responsible for all out-of-state and out-of-country programs sponsored by the campus and shall ensure that these programs are established and managed in accordance with the laws of the State of California; the laws of the state, territory, or nation in which the program is being offered; the policies of the Board of Trustees, and all pertinent directives issued by the chancellor.

### 2.2 Academic Standards

2.2.1 The academic standards and requirements are the same as for comparable on-campus activities.

2.2.2 Programs shall be developed and administered in accordance with applicable standards, policies, and procedures of the Senior Commission of the Western Association of Schools and Colleges (WASC).

### 2.3 Fiscal Support

Programs shall be self-supporting and shall be administered in accordance with the fiscal policies and procedures governing the Continuing Education Revenue Fund (EC 89704) or trust funds (EC 89721).

### 2.4 Programs to Be Offered in Other States and Territories

Programs offered in other states and territories shall be designed to expand the educational opportunities of the region being served, rather than to compete with local educational institutions. Mutual understanding shall be reached with the local public institutions of higher education to ensure that California State University programs will neither duplicate nor compete with the instructional activities of these institutions. Where there are circumstances that make a mutual understanding impossible, the campus president shall consult with the chancellor prior to deciding whether to offer the program. Program planners shall notify the appropriate regional accrediting agencies of their intentions. Any such program must be in compliance with laws and regulations of the state or territory concerned.

## 2.5 Programs to Be Offered in Other Nations

In addition to the provisions of Article 2.4, whenever an institution is considering the development of a program for delivery in a foreign country, the institution shall take the following additional steps early in the planning process:

- A. Contact the United States Department of State to advise appropriate personnel of campus intentions and to seek advice.
- B. Contact the United States Embassy (and/or Consulate) in the nation concerned to inform appropriate personnel of campus intentions and to seek advice and comments concerning such matters as living conditions, security, etc. Once contact has been established, it should be maintained as need dictates during the life of the program.
- C. Contact the embassy of the nation concerned to inform appropriate personnel of campus plans and to seek advice.
- D. Special attention should be given to the foregoing when there is any reason for concern that the health or safety of California State University personnel might be an issue.

## 3.0 Program Evaluation

In order to assure compliance with systemwide and campus policies and procedures, the president of any campus offering out-of-state or out-of-country instructional programs shall establish procedures for their evaluation, review, and approval with respect to academic, contractual, faculty, fiscal, legal, and logistical arrangements and commitments. These procedures and subsequent modifications shall be filed with the State University Dean of Extended Education in the Office of the Chancellor at least 60 days prior to the initiation of the first program to be offered under the provisions of this executive order. Once procedures are on file, the president shall routinely advise the Division of Extended Education in the Office of the Chancellor of intention to initiate a program.

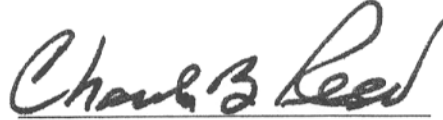
### 3.1 Administration

Any contract related to out-of-state or out-of-country instructional programs to which the campus is party must conform to the following as well as all other pertinent policies and procedures:

- A. The contract must be made in conformance with applicable laws and procedures and Board of Trustees policy and chancellor directives.
- B. The contract must be specific concerning the matters for which the institution is and is not responsible.
- C. The contract must be reviewed and approved as to proper legal form by the Office of General Counsel in the Chancellor's Office.

**3.2 Out-of-State or Out-of-Country Program Director**

Each out-of-state or out-of-country program shall have a director assigned by means of a letter of appointment issued by the campus president or president's designee. This letter must specify the extent of the director's responsibility as a campus employee.

A handwritten signature in cursive script that reads "Charles B. Reed". The signature is written in black ink and is positioned above a horizontal line.

Charles B. Reed  
Chancellor

Date: November 12, 2001