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OFFICE OF THE CHANCELLOR



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SAN MARCOS

SONOMA

STANISLAUS

January 31, 2002

MEMORANDUM

TO: CSU Presidents  
FROM: Charles B. Reed *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 students<sup>1</sup> 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).

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<sup>1</sup> 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

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.<sup>2</sup>
- 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:

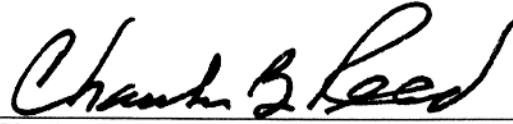
1. Name, location, and time of each special session course/program.
2. Brief description of the purpose of each special session course/program.
3. Enrollment data, including number of graduates, as specified in system enrollment reporting requirements.
4. Faculty workload and salary data.

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<sup>2</sup> 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 that reads "Charles B. Reed". The signature is written in a cursive style with a large initial "C".

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Charles B. Reed, Chancellor

Dated: January 31, 2002