February 1, 1972

To: State College Presidents

From: Glenn S. Dumke
Chancellor

Subject: Regulations Governing Extension Student 
Enrollment in Regular Session Offerings 
Executive Order No. 146

I am pleased to forward to you five copies of Executive Order 146 implementing the provisions of Section 40301 of Title 5 of the California Administrative Code adopted by the Board of Trustees last July. The issuance of these regulations follows extensive consultation with various concerned groups.

Implementation of programs of current enrollment under this provision is permissive and will depend upon institutional circumstances and community needs. However, I urge each of you to explore thoroughly the potential this provision offers for making better use of our educational resources.

At the same time, care should be taken in the manner by which implementation is accomplished so that everyone will understand that the purpose is to afford greater opportunity and permit utilization of class spaces not anticipated during the regular admissions 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.)

Since this is a new program it is reasonable to expect that experience will suggest the need for modification of these regulations. If you should perceive such a need, please forward your comments to Vice Chancellor Langsdorf.

GSD:ks
Enclosure

cc: Academic Vice Presidents 
Chancellor's Staff
REGULATIONS GOVERNING
EXTENSION STUDENT ENROLLMENT
IN REGULAR SESSION OFFERINGS
Executive Order No. 146

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

Effective immediately, the following procedures shall govern the enrollment of extension students in regular course offerings at each state college.

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 cancelled 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.
Departments should be reimbursed for additional reader time, instructional materials, and similar incremental costs.

3.03 Except for such reimbursement of Departments, all revenues derived from concurrent enrollment of extension students in regular courses shall be deposited in the Continuing Education Revenue Fund in accordance with existing procedures for revenues derived from self-supporting instructional programs. Expenditures associated with the implementation of concurrent enrollment may be reimbursed from the Fund in accordance with established procedures.

4.00 Record Keeping
4.01 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.

4.02 Records shall be kept of income and expenditures related to this program in sufficient detail and in such a manner as to facilitate the conduct of evaluative studies.

Dated: February 1, 1972

Glenn S. Dumke
Chancellor

No. 146 - Regulations Governing Extension Student Enrollment
In Regular Session Offerings