Adding Self-Support Version of a Previously Approved State-Support Degree Program

1. Campuses are allowed to offer a self-support version of a state-support degree program if all requirements in EO 1047 (and all relevant policies) are met and if CO approval is obtained.

2. Campuses offering self-support programs in another campus’ traditional “service area” will need to provide the CO with a letter of consent from the CSU president in the traditional service area. That president may provide the CO a letter explaining why consent is not given.

3. CSU campuses shall not offer joint degree programs with foreign or out-of-state institutions. If a campus plans to offer a degree or credential program out of state or in a foreign country, EO 795 must be complied with, and a proposal must be approved by the Chancellor’s Office. http://www.calstate.edu/EO/EO-795.pdf

4. As CO approval is required, accreditation applications (including substantive change) will require a Chancellor's letter of approval.

5. The CSU mission, and access and affordability remain important for self-support CSU degree programs.

5. All recruitment and application materials for proposed programs must feature a qualification that makes clear that admission and enrollment are subject to Chancellor's Office program approval and accreditation approval, if applicable.

Procedure (Please review the accreditation requirements on pages 4-5 of this document)

Campuses shall notify Academic Program Planning in the Chancellor’s Office prior to implementing self-support versions of previously approved state-support degree and credential programs. Please send notification proposals to APP@calstate.edu and include the original program’s implementation date (if known) and the planned implementation term for the self-support version. Please specify the student cost per credit and the total cost to complete the program. Proposals will include curricular requirements for both state- and self-support programs and will also specify the self-support program’s fulfillment of the requisite conditions stated in EO 1047 (see below).

If the proposed program or program change is submitted for accreditation approval, the campus is encouraged to submit to the Chancellor’s Office a copy of the accreditation proposal in lieu of creating a separate proposal for the CSU.

If the program is to be offered in the academic service area traditionally served by another CSU campus, a consent letter from that campus is required and must be submitted with the proposal.
Policy
From EO 1047 Section C (http://www.calstate.edu/EO-1047.html) Section C (2) (c):

- Campuses are required to notify the CO when previously approved, state-supported degree or credential programs are first offered in self-support through special sessions. EO 1047 Section C (http://www.calstate.edu/EO-1047.html) Section C (2) (c). Superseded EO 802 (January 2002)

- Location of instruction must be in accordance with pertinent system policies. EO 1047 Section C (2) (h).

- While there are no longer formal, geographic service areas, each campus is expected to cooperate and consult with the campuses that have traditionally provided extended education in an academic service area. EO 804 (February 2002) (http://www.calstate.edu/EO/EO-804.pdf)

- Special sessions courses shall not be offered at times or places that are likely to supplant [replace] or limit offerings of the state-supported program. EO 1047 C (2) (h)

- Self-supporting special sessions shall not supplant regular course offerings available on a state-supported basis during the college year.
  Education Code Section 89708

- Self-support offerings shall be consistent with the CSU mission and applicable laws and regulations. EO 1047 Section A

From EO 1047: A. Requisite Conditions

1. For a related group of courses or an entire program that leads to a degree, credential or certificate to be offered under special sessions, both of the following criteria must be met. For individual special sessions courses offered through self support during summer sessions or intersessions between college terms, only criteria “a” 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. [All self-supported programs must undergo the same Chancellor’s Office approvals as are required for state-support 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.

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.

Service Areas

Campuses offering self-support programs in another campus’ traditional “service area” will need to provide the CO with a letter of consent from the CSU president in the traditional service area. That president may provide the CO a letter explaining why consent is not given. EO 804 specifies that, “While there are no longer formal, geographic service areas, each campus is expected to cooperate and consult with the campuses that have traditionally provided extended education in an academic service area.” EO 804 (February 2002) (http://www.calstate.edu/EO/EO-804.pdf)

Accreditation Associated with New Self-Support Programs and Related Substantive Changes

Self-Support programs are subject to the same approval processes that state-support proposals must undergo (Executive Order 1047 2.c). As such, accreditation proposals that address new or changed self-support degree programs should include documentation of all applicable university approvals—including a Chancellor’s Office authorization letter.

The associated WASC process will need a Chancellor’s program authorization letter to complete the review process. Campuses need not complete a separate CSU proposal but may submit the
WASC Substantive Change proposal to the Chancellor’s Office. WASC policies can be found at: http://www.wascsenior.org/wasc/Doc_Lib/2005SCManual.pdf

The California Board of Registered Nursing (BRN) also requires a Chancellor’s Office approval letter. The proposal submitted to the BRN may serve as the campus proposal to the Chancellor’s Office.

Please direct notifications and questions to Dr. Christine Mallon, State University Dean, Academic Programs and Policy at (562) 951-4672 or app@calstate.edu

Questions about self-supporting courses and programs may be directed to Ms. Sheila Thomas, State University Dean, Extended Education at (562) 951-4795 or stthomas@calstate.edu.