Date: December 3, 1982

To: Presidents

From: Harry Harmon
Executive Vice Chancellor

Subject: Special Sessions — Executive Order No. 407

I am transmitting to you five (5) copies of Executive Order No. 407 which prescribes procedures to be followed by each campus in offering Special Sessions courses and services. [Note: Title 5, CAC, § 40200 delegates the authority to campus Presidents.] The President is responsible for implementing this Executive Order and for maintaining the campus repository and index for all Executive Orders.

HH:rp

Attachment

Distribution: Vice Presidents, Academic Affairs
Deans, Extended/Continuing Education
Business Managers
Chancellor's Staff
Executive Order No.: 407
Title: Special Sessions
Effective Date: December 3, 1982
Supersedes: No Prior Executive Order

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. It supersedes coded memorandum EE 80-03.

I. 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.

II. 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.

III. Requisite Conditions

All Special Sessions must have the following characteristics:

1. Each must consist of a planned presentation of 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. Special Sessions must provide educational support services (advising, library, financial aid, admissions and records, etc.) appropriate to the nature and scope of the session.

4. 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.
5. Location of instruction must be in accordance with pertinent system policies.

6. Special Session offerings must be consistent with all applicable policies of the Western Association of Schools and Colleges or other accrediting bodies under whose jurisdiction they fall.

7. Degree credit offered through Special Sessions shall be applicable toward residence credit requirements at the campus offering the Special Sessions.

8. Special Sessions courses shall not be offered at times or places which are likely to supplant or limit offerings of the state-supported programs.

9. Faculty shall be compensated according to approved Special Session salary schedules.

10. Although self-support external degree programs will now be operated within the context of Special Sessions, they will remain subject to all other system policies and procedures which govern self-support external degree programs.

IV. 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 designed 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.

V. Annual Report

On or before the second Monday in September, each campus shall submit a summary report of all Special Session 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.

3. Enrollment data as specified.

4. An indication as to whether the session is recurrent or a one-time offering. If recurrent, include the projected number of cycles of offerings.

5. 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.?
6. If the Special Session is offered in conjunction with an impacted program, information called for in Section IV.

Date: December 3, 1982

W. Ann Reynolds/Chancellor