



## University Policy Statement

### UPS 450.200

## POLICY ON SPECIAL SESSIONS

Executive Order No. 1099 of the California State Universities authorizes each campus to develop and implement policies and procedures for Special Sessions.

### A. DEFINITION AND PURPOSE

Special Sessions are self-supporting instructional programs consisting of courses which carry credit for degree requirements. Special sessions are a means whereby the instructional programs of the CSU can be provided to matriculated students on a self-support basis at times and in locations not supported by State General Fund appropriations. 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. 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 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).

### 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). The Extended Education Local Trust Fund (“EE Local Trust Fund”) is the fund into which revenues received by the Trustees of the California State University from Extended Education and other self-supporting instruction, excluding Cal State Online and auxiliary programs, shall be recorded (EO 1099). 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 FOR EXTENDED EDUCATION OPERATIONS**

1. During Summer Sessions or Intersessions between college terms:
  - a. Extended Education instruction may provide continuing student access during summer sessions and intersessions, when CSU Operating Funds are unavailable or inappropriate.
  - b. Students shall be charged the full cost of instruction and any applicable campus-based fees for extended education offered during summer or intersessions.
  - c. No student shall be charged the non-resident tuition fee in addition to extended education fees.

2. During regular college terms:

For an entire degree, credential or certificate program, or for individual academic-credit-bearing courses to be offered in extended education: CSU Operating Funds shall be either unavailable or inappropriate for supporting the offerings and at least one of the following additional criteria shall be met:

- a. The courses or program is designed primarily for career enrichment or retraining (Education Code section 89708).
  - b. The location of the courses or program offerings is removed from permanent, state-supported campus facilities.
  - c. The course or program is offered through a distinct technology, such as online delivery.
  - d. For new programs, the client group for the course or program receives educational or other services at a cost beyond what could be reasonably provided within CSU Operating Funds.
  - e. For existing programs, there has been a cessation of non-state funding that previously provided for educational or other services costing beyond what could be reasonably provided within CSU Operating Funds.
3. 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. Before implementing a self-support version of a previously approved state-supported degree program, Chancellor's Office approval is required. The proposal shall provide details sufficient to confirm that the existing state-support offering is not being supplanted, shall specify the program's qualifications to operate as a self-support special session, and shall include: a rationale for the new support mode, a detailed cost recovery budget, student fees per unit and total student cost to complete the program, anticipated enrollment, a campus commitment to provide adequate faculty resources, and the anticipated impact on the existing state-support program.
- d. Self-supporting degree, credential, or certificate programs shall be operated in accordance with all appropriate campus and system policies and procedures, including the provision of educational support services appropriate to the nature and scope of the program.
- e. 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.
- f. 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 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).
- g. Location of instruction must be in accordance with pertinent system policies.
- h. 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.

- i. Academic credit offered through special sessions shall be applicable toward residence credit requirements at the campus offering the special sessions<sup>1</sup>.
- j. Self-supporting special sessions shall not supplant regular course offering available on a non-self-supporting basis during the regular academic year (Education Code 89708). As a state institution, the CSU shall not require state-supported matriculated students to enroll in self-support courses in order to fulfill the graduation requirements of a state-supported degree program.
- k. Faculty shall be compensated according to approved special sessions salary schedules as specified by the Collective Bargaining Agreement (CBA).

#### **D. RECORDS MAINTENANCE**

University Extended Education 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.
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.

Source: Extended Education Committee 11-17-14

**EFFECTIVE DATE: April 8, 2015**  
Supersedes: UPS 450.200 dated 6-18-03  
and ASD 15-08

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<sup>1</sup> However, a maximum of 24 semester 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).