



University Policy Statement

UPS 450.400

OPEN UNIVERSITY ENROLLMENT POLICY

A. OBJECTIVES

1. To allow the qualified non-matriculated student to enroll in state funded courses.
2. To provide an opportunity for the public served by the University to make use of its resources through a self-supporting program for professional or academic development, career advancement, cultural enrichment, increased self-understanding, or an expanded view of the contemporary world.

B. RATIONALE

The program is most beneficial to those who are:

1. Interested in beginning college work and who wish to determine their own capabilities prior to a decision on formal matriculation;
2. Members of the business community and other professionals who have acquired degrees, but who are interested in coursework to increase professional skills;
3. Community members interested in the opportunities for lifelong learning without formal matriculation in the University;
4. Members of the military whose length of assignment does not permit them to matriculate;
5. International students qualifiable for admission (for restrictions see Section C.14 under Guidelines);
6. Students who have been academically disqualified and seek to improve their academic performance.

C. GUIDELINES

1. Students matriculated at California State University, Fullerton, shall not participate in Open University.

2. Each semester, all students enrolling through Open University must meet with an academic advisor prior to registering. Disqualified students may not enroll in more than six (6) units per academic term without approval from academic advisement for undeclared students and academic departments for those with declared majors.
3. Enrollment in a state funded class is permitted only when all of the following conditions are met:
 - a. No section of the same course is offered in the Extension program self-support; and
 - b. The instructor gives consent for such enrollment; and
 - c. The enrollment does not expand a class beyond its normal student limit.
4. No modification of academic standards will result from any aspect of the program.
5. No faculty member shall be required to accept Open University students in any class.
6. Enrollment of Open University students shall not:
 - a. Be the basis for the addition of a new course section.
 - b. Justify continuation of a course section, which would otherwise be cancelled due to insufficient enrollment of regularly matriculated students.
7. Open University students are expected to meet all class prerequisites unless these have been waived by the respective academic department(s).
8. Open University students are expected to meet all course requirements and to participate fully in class.
9. Grades received by a student in the Open University program will become part of that student's official record at the University.
10. Faculty members teaching regular courses in which Open University students are enrolled shall not receive additional compensation for teaching the Open University students.
11. Open University students must routinely be advised of the advantages of regular admission to the University through the process of matriculation and should be encouraged to take advantage of this opportunity.
12. No more than 24 units of Open University credit may be used for degree credit at the baccalaureate level (see Executive Order 1099).

13. The revenue derived from such enrollment shall be shared so that one-third is retained by University Extended Education and two-thirds are deposited to the credit of the division, department, or program in which the enrollment takes place. All requisitions for expenditures of funds shall be transmitted through the appropriate college dean.
14. International students who enroll in Open University courses must meet the same immigration status and TOEFL examination scores as International students admitted to state funded programs. Both immigration status and TOEFL scores must be verified by the appropriate office.

D. GUIDELINES

University Extended Education shall submit an annual report detailing the total number of students and credit hours enrolled and completed via Open University, for each college and each department. The report shall cover the preceding academic year and be sent to the Provost and Vice President of Academic Affairs and the Chair of the Academic Senate by October 1st of each year.

Source: Extended Education Committee 11-17-14

EFFECTIVE DATE: April 8, 2015

Supersedes: UPS 450.400 dated 6-14-04
and ASD 15-09