

39/AS/13/FBAC - Local Policy Governing Special Sessions Degree and Academic Certificate Programs Offered Through University Extended Education (UEE)

1. Purpose. The purpose of this document is to provide local guidance for implementation and administration of Special Sessions degree and academic certificate programs. Examples of special sessions includes: 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. This policy does not apply to individual courses or Summer Session courses, Winter Intersession courses, Extension courses, Cal State Online, Open University, non-credit offerings or custom training. This document does not supersede Chancellor's Executive Orders regarding Special Sessions programs.
2. Background. As defined in the *CSU Extended Education Policies and Operation Manual* (updated 2/18/02), Special Sessions are a means whereby instructional programs of the CSU can be provided to matriculated students on a self-support basis at times and in locations not supported by General Fund appropriations. Such offerings shall be consistent with the CSU mission and applicable laws and regulations. Academic standards and policies associated with all aspects of such Special Sessions are identical to those of comparable instructional programs.

Special Sessions are self-supporting with tuition fees set by the campus to cover the costs of instruction, direct support service costs, and indirect costs. Special Sessions shall be operated within the framework of the State University Continuing Education Revenue Fund (CERF) with the option to deposit the revenues in local trust accounts. Self-supporting special sessions shall not supplant regular course offerings available on a state-supported basis during the college year (Education Code Section 89709). Requisite conditions for Special Sessions programs are outlined by CSU Executive Order and shall be followed.

3. Local Policy. The following sections provide amplifying information to govern implementation and administration of Special Sessions programs.
4. Memorandum of Understanding. A Special Sessions program shall be entered into by a formal Memorandum of Understanding (MOU) between University Extended Education and the College(s) that runs the program. The MOU will contain the following information: program description, instructional and academic responsibilities, (including program assessment and review), student recruitment, admissions, fees, UEE responsibilities.
5. Program description. Start date, ending date, format (cohort or non-cohort), location (if applicable) and delivery modality of the program will be detailed.
6. Instructional and academic responsibilities. At a minimum, the College is responsible for developing curriculum, scheduling courses, and advising students. The appropriate department is responsible for identifying and assigning instructors, selecting course material, and evaluating performance of instructors.
7. Student recruitment. Student recruitment is a joint responsibility between the College/Department and UEE. UEE will work with the College/Department and University Advancement to develop promotional materials to support the program.
8. Admissions. Admissions into Special Sessions programs shall be made through the University's undergraduate and graduate admissions departments. The College or UEE shall conduct an initial screen of admission materials to ensure all required admissions

documents are submitted to undergraduate or graduate admissions. The College or UEE shall ensure that these documents are given to undergraduate or graduate admissions in a manner to allow ample time for review as a part of admissions decisions. The application fee will not be waived for any Special Session degree programs.

9. Fees. The tuition fees will be stated and will include amplifying information concerning any additional fees e.g. lab fees. Application fees will not be included in tuition. Fee collection timing will be determined by UEE and UEE will be responsible for overseeing the collection of fees.
10. UEE responsibilities. Whereas the College is primarily responsible for all academic and pedagogic areas, and has ultimate academic responsibility for the program, UEE is primarily responsible for items of a logistical and financial nature. These include:
  - a) Financial management. UEE will create a program budget in consultation with the College/Program Director. Upon agreement with the College/Department, UEE may assume responsibility for contracting and paying instructors and special consultants, procuring textbooks and supplies, processing travel claims, and reimbursing direct costs for system support services (Financial Services, Library, OIT, etc.) and the College and University for indirect costs.
  - b) Student registration and cashiering services. This includes production and distribution of all class and program registration forms; entering and maintaining information in the UEE online registration system; entering and maintaining registrations in PeopleSoft; and coordinating the collection and refunding of tuition, late fees, financial aid awards and disbursements, etc., with the University's Financial Aid and Student Financial Services departments.
  - c) Academic support. The UEE Program Developer will ensure all programs and classes are supported through the processing of documents pertinent to the Special Sessions process. This includes preparation, routing, and maintenance of the appropriate forms. Additionally, the Program Developer will assist in book and instructional material procurement as requested.
  - d) Marketing services. UEE will coordinate with University Advancement to create a marketing plan; design, produce and disseminate all marketing materials; contract with media outlets; and develop and maintain a program website.
  - e) Student services. UEE serves as a primary point of contact for Special Sessions students with questions about tuition, fees, financial aid, OIT support, graduation, and other non-academic issues. In the event that UEE staff are unable to respond to specific questions/issues, UEE will collaborate with the appropriate office on campus to resolve issues.
  - f) Program delivery support. Special Sessions are often offered at locations other than the main Turlock or Stockton campuses. Should that occur, UEE, working in conjunction with the College, will be responsible for securing and entering into a separate MOU/rental agreement with the off-campus host. UEE will coordinate with University Contracting to ensure proper and fair contract award and will also ensure that contracts are vetted by University Risk Management. In addition to securing an off-campus site, UEE, in conjunction with the College, may be required to contract for additional program support services. An example of this is the catering contract for the Executive MBA program.

UEE will not provide administrative support to the College. The administrative support cost borne by the College should be factored into the program budget as a separate line item.

11. Shared fiscal accountability and responsibility. Due to its unique role as a self-supporting enterprise, UEE assumes primary financial risk for program start up, maintenance, and thus accountability for full receipt and expenditure of funds related to Special Sessions programs. This responsibility necessitates the need for a permanently established fund balance within UEE that can be drawn upon to fulfill the binding obligations to teach out each program cohort and cover UEE staff salaries in the event of a financial emergency. Further, in order for UEE to assist colleges in launching new programs, annual “seed” money must be budgeted and held in UEE as a separate fund balance.

Once the program budget is established, both UEE and the College will share responsibility to adhere to and manage the budget, discussing modifications as necessary to maintain fiscal viability. The UEE Budget Analyst will maintain all budgets, files and supporting documents per requirements listed in the CSU Executive Order# 1047. Funds will be deposited in trust accounts within the Extended Education subfund.

If UEE or the College(s) invests funds to cover costs associated with program development and start up, those funds will be recouped from any surplus before the remainder is distributed. In accordance with the authority and responsibility delegated in Executive Order 1000, the President will annually determine the distribution of surplus funds covered by this policy.

12. UEE support fee, University and CSU fees, and surplus share. The UEE support fee will be up to 20% of gross revenue. Additionally, all programs will be assessed a mandated indirect fee of up to 11% of gross revenue for the Chancellor’s Office and to reimburse the university for support services. Fees set in accordance with the CSU Student Fee Policy are subject to change as described in EO 1034. Special Sessions students are not eligible for other University support services (e.g. the Health Center) except in certain circumstances in which additional payment must be made for the service.

Part of UEE’s role within the University is to facilitate programs that can generate additional funds for use in program development. These additional funds can be distributed if the Special Sessions program shows a surplus at the end of the fiscal year. In the case of cohort programs that last longer than one year, and upon agreement by the college and UEE, some of the predicted surplus may distributed prior to the end of the program with the remaining surplus distributed at the end of a cohort program. Should a surplus be realized, the surplus will be split as follows:

- a) For a surplus less than \$50,000, 70% of the total goes to the College/s and 30% of the total goes to the Provost.
- b) For a surplus of \$50,000 or more, 50% of the total or \$35,000 whichever is higher goes to the College/s and the remaining amount goes to the Provost.
- c) Subject to the provisions above, for programs that contain courses offered through multiple colleges, the split of surplus for each college will be calculated based on their total percentage of credits offered in the program (e.g., if College A offers a 4 unit course in a total program of 40 units, College A would receive 10% of the college split), OR based upon mutual written agreement by the deans of participating colleges.
- d) Surpluses should be used only for the support and development of self-supporting instructional programs of CSU (CSU Education Code 89704).

13. Faculty pay. Normally, faculty shall be paid per the effective Salary Schedule, Instructional Faculty, and Special Programs Class Code 2322 pay scale. Typically, faculty pay shall be processed only after a grade sheet has been received by the UEE Program Developer.

14. Charges to students and student defaults. All charges are in U.S. dollars. Those students who register and or/pay after the deadline for each class or defined term may be charged the standard late fee. A tuition fee schedule shall be prepared by UEE for each program. Students who fail to pay for an installment may be dropped from the program.

15. Program commencement. The College and UEE will determine the start date and minimum student enrollment needed to start and maintain a program.

16. Program Assessment: the College/s will be responsible for all program assessment and accreditation requirements.

17. Program Review: The College/s and UEE will annually review program needs including performance, curriculum issues, budgets and program evaluations.

18. Program discontinuation. In the case of a cohort-based program, the College/s and UEE recognize that they have a binding obligation to teach out each cohort that has begun. Programs will be discontinued if they are deemed no longer sustainable per agreement between the College and UEE.

19. Agreements currently in force. All MOUs currently in place will be honored unless the program and College agree to a revised version of the MOU.

20. Agreements following the adoption of this policy. All MOUs signed after the adoption of this policy shall be governed by this policy.

Approved by the Academic Senate on December 3, 2013  
Approved by President Joseph F. Sheley on January 6, 2014