

Special Sessions Program / Course Approval Form

College: _____ Term: _____

Department: _____

Program Title: _____

Submitted By: _____ Phone: _____ Email: _____

Requisite Conditions (Per CSU Executive Order 1099, articles 5 and 6):

Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year. The CSU shall not require state-support matriculated students to enroll in self-support courses in order to fulfill the graduation requirements of a state-supported degree program.

For an entire degree, credential or certificate program, or for individual academic-credit-bearing courses to be offered in extended education the following criteria must be met:

Please check the applicable criteria below.

_____ **C.1** State General Fund appropriations to support the program are either unavailable or inappropriate. (Example of inappropriate: primarily delivered out-of-state) and at least one of the following additional criteria shall be met:

_____ **C.2** The courses or program is 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, i.e. for non-matriculated students. Note that matriculation in a degree program is not considered career enrichment or retraining.
- _____ **ii.** The location of the courses or program offerings is significantly removed from permanent, state-supported campus facilities.
Location: _____
- _____ **iii.** The course or program is offered through a distinct technology, such as online delivery.
- _____ **iv.** The client group for the courses or program receives educational or other services at a cost beyond what could be reasonably provided within CSU Operating Funds., e.g., provision of all required books and instructional materials.

Program Purpose and Target Audience:

Projected average # students/class

_____ Matriculated

_____ Non-matriculated

Are courses offered on a one-time or ongoing basis?

_____ One-time

_____ Ongoing

If ongoing, estimated duration of program/course _____

Are there any significant changes anticipated for the future?

_____ Yes

_____ No

If yes, list changes:

Reviewed by:

Department Chair/Dir

Date

Approved

College Dean

Date

Approved

Global Campus Director

Date

Approved

Global Campus Dean

Date

Approved

Academic Affairs

Date

Approved
