

**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:**

Dept Chair \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

College Dean \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

CES Director \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

CES Dean \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

Academic Affairs \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_