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Owner:	<a href="#">Sara Zaragoza: Executive Assistant</a>
Area:	<a href="#">Academic and Student Affairs</a>

## Extended Education; Self-Supporting Instructional Courses and Programs; Executive Order (EO) 1099

### Policy

This executive order is effective immediately and is issued pursuant to section II of the Standing Orders of the Board of Trustees; sections 40100, 40100.1, 40102, 40103, 40200, 40201, 40202, 40300, 40402, 40403, 40400, and 40407 of Title 5 of the California Code of Regulations; sections 89704, 89705, 89708, and 89721 of the California Education Code; and Trustee Resolution REP 07-84-04. This policy clarifies the procedures to be followed by each campus of the California State University (CSU) in offering self-supporting instructional courses and programs, including those offered online and during summer session and winter intersession. In all cases, such offerings shall be consistent with the CSU mission, policies, and applicable laws and regulations. Academic standards associated with all aspects of such offerings are identical to those of comparable state-supported CSU instructional programs.

### Article 1. Purpose of California State University's Extended Education Operations

Through extended education operations (also known as "special sessions" as defined in Education Code section 89708 or known as "continuing education" as it appears in Education Code section 89704), the CSU provides educational opportunities on a self-supporting basis to specialized audiences and local communities across the state and nation, and internationally. For the purposes of clarity and consistency, the term "extended education" will be used in this document.

### Article 2. Definition of Terms

#### 1. Certificate

A certificate declares that a student has satisfactorily completed the prescribed course of study in a certificate program (defined below). (Title 5 section 40400)

#### 2. Certificate Programs

A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. At the discretion of the campus, academic credit earned in certificate programs may be awarded at

the graduate and undergraduate levels. Certificate programs may grant Continuing Education Units (CEUs) or academic credit; or they may include non-credit offerings. (EO 806)

### 3. **Continuing Education Unit (CEU)**

Distinct from the semester or quarter unit defined in Title 5 section 40103, Continuing Education Unit ("CEU") is a flexible unit of measurement for non-academic credit in extended education activities. One CEU is defined as ten hours of participation in an organized, extended education experience under responsible sponsorship, capable direction and qualified instruction.

1. CEUs can be used to record an individual's participation in non-credit courses, programs, and activities, which may include various forms of independent and informal study.

### 4. **Contract Credit**

Contract Credit is that for which an administrative fee is charged but no instructional costs are paid through CSU extended education. Contract credit shall apply to special sessions credit and extension credit. For example, contract credit is awarded for contracted professional development, as for teacher training when the CSU does not provide the actual instruction but does administer the awarding of credit. Contracted activities may also include non-credit for a specific audience, such as employees of a company.

### 5. **Cost-Recovery Budget Model**

A self-supporting cost-recovery budget ensures that costs incurred by the CSU Operating Fund for services, products, and facilities provided to extended education and to CSU auxiliary organizations are properly and consistently recovered with cash and/or a documented exchange of value. (EO 1000)

### 6. **Extended Education**

Extended education (also known as special sessions and continuing education) is a means whereby the instructional courses and programs of the CSU can be provided on a self-supporting basis at times and in locations not supported by the CSU Operating Fund. Examples of extended education include but are not limited to: interim sessions between college year terms; course and degree program offerings scheduled online, at military bases, employment locations, organizations, correctional facilities, and other distant locations; and instructional programs for a specific client group requiring special services or scheduling accommodations.

### 7. **Extended Education Local Trust Fund**

Formerly the Continuing Education Revenue Fund, the Extended Education Local Trust Fund ("EE Local Trust Fund") is the fund into which revenues received by the Trustees of the CSU from extended education and other self-supporting instruction – excluding auxiliary programs – shall be recorded.

### 8. **Extension Credit**

Extension credit is often associated with professional development activities and is awarded (with limitations) for self-supporting courses, conferences, workshops and seminars. No more than 24 semester units of extension credit may be applied toward the degree. (Title 5 section 40407)

### 9. **Matriculated Student**

A matriculated student is a student who has, through normal procedures, been admitted formally at a CSU campus to pursue an authorized degree, credential or certificate (for academic credit) and who is enrolled in or is expected to enroll in courses. A student may be matriculated through state-supported university enrollment or through self-supporting extended education enrollment, or both.

10. **Non-Credit Contract Program**

A non-credit contract program offers non-academic credit activity for a specific audience, such as employees of a company.

11. **Open University**

Open University (also called "open enrollment") allows non-matriculated individuals paying self-supporting fees to enroll in state-supported course offerings on a space-available basis – after reasonable steps have been taken to provide full enrollment opportunity to eligible state-supported matriculated students. (Title 5 section 40202; EO 805)

12. **Out-of-State or Out-of-Country Programs**

Out-of-state and out-of-country programs are campus-based, self-supporting instructional activities of the CSU that provide instruction outside California. These programs provide a means of utilizing the expertise of the CSU faculty in activities benefiting both students and campuses. Students benefit from instruction not readily available from nearby educational institutions. The campus, staff, faculty and students benefit from broadened understandings of other states' and countries' educational practices and cultures. Unless specifically excluded or clearly inapplicable, these programs are subject to policies and procedures governing self-supporting instructional programs and international programs. (Education Code section 89705; Trustee Resolution REP 07-84-04)

13. **Self-Support Mode**

Instruction offered through self-supporting mode does not receive state general fund appropriations and instead collects non-state student fees that are adequate to meet the cost of maintaining operation in the long run. Such fees shall be required pursuant to rules and regulations prescribed by the trustees, including but not limited to fee policies such as Executive Order 1102 and Education Code section 89708.

14. **Service Areas**

Service areas are locations in which CSU campuses have traditionally delivered academic service. This includes but is not restricted to courses and programs transmitted by online learning technologies, self-supporting "off-campus centers," and face-to-face instruction. While the assignments of campus service areas was repealed by resolution of the Board of Trustees on January 30, 2002 (ROR 01-02-01), campus presidents shall confer before delivering academic services, recruiting, conducting outreach and marketing in a community traditionally served by another CSU campus. (See article 11.1.2.5.1 in this executive order)

15. **Special Sessions**

As defined in Education Code section 89708, Special Sessions are self-supporting instructional programs conducted by the CSU. Examples of special sessions include, but are not limited to, credit degree, credential or certificate programs as well as individual academic credit-bearing courses. For the sake of consistency in this executive order, "extended education" shall be the term used for instruction that does

not receive state appropriations.

**16. Special Sessions Credit (Academic Credit Earned in Extended Education)**

Students enrolled in extended education may earn academic credit ("special sessions credit") applicable to degree, certificate and credential programs. Special sessions credit may be applied in fulfillment of graduation residence requirements, consistent with Title 5 section 40403.

**17. State-Supported Mode**

State-supported mode is the type of funding structure in which the university receives state appropriations for instruction offered.

**18. Supplant**

Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year. "Supplanting" means reducing the number of state-supported course offerings on a campus while increasing the number of self-supporting versions of that same course on the same campus. "Reducing" and "increasing" are measured by comparing the academic year to the prior academic year. "The same course" means a course with substantially the same course name, course description and student learning outcomes. (Education Code section 89708)

**19. Supplement**

A self-supporting version of an existing state-supported course or program may be offered to supplement established offerings, as long as it does not constitute supplanting. Self-supporting offerings may exist without a state-supported counterpart.

## **Article 3. Requirements**

**1. Accreditation**

All CSU extended education instruction, whether offered within California or offered out of the state or out of the country, shall be consistent with all applicable policies of the Senior Commission of the Western Association of Schools and Colleges (WASC) and other accrediting bodies under whose jurisdiction the instruction falls. Required regional accreditation approvals shall be secured prior to program implementation.

**2. Compliance with Campus and System Policies**

Extended education degree, credential, and certificate programs shall be operated in accordance with all appropriate campus and system policies and procedures. Nothing in this policy shall change or alter the terms of the CSU-CFA Collective Bargaining Agreement and Article 39 – Intellectual Property in particular.

**3. Educational Support Services**

Campuses offering extended education shall provide educational support services (e.g. admissions and records, advising, library, and financial aid, among others) appropriate to the nature and scope of the program, with costs to be reimbursed by extended education.

**4. Faculty Compensation**

Faculty teaching academic-credit-bearing extended education courses or programs shall be compensated according to appropriate approved CSU salary schedules that are consistent with the applicable collective bargaining agreement for the program and fiscal year in question.

## Article 4. Academic Standards

1. The campus president is responsible for the academic aspects of extended education instructional programs. (EO 1000)
2. Academic standards and requirements for state-supported on-campus and online educational activities, courses and programs are the same for comparable extended education instruction, including extended education instruction conducted online, out-of-state and out-of-country. (EO 795)

## Article 5. Requisite Conditions for Extended Education Operations

1. **During Summer Sessions or Intersessions Between College Terms**
  1. Extended education instruction may provide continuing student access during summer sessions and intersessions, when CSU Operating Funds are unavailable or inappropriate.
  2. Students shall be charged the full cost of instruction and any applicable campus-based fees for extended education offered during summer or intersessions.
  3. No student shall be charged the nonresident tuition fee in addition to extended education fees.
  4. Students enrolled in state-supported programs with a year-round curriculum schedule that includes a required offering in the summer term shall be charged state-supported fees.
2. **During Regular College Terms**

For a degree, credential or certificate program, or for individual academic-credit-bearing courses to be offered in extended education: (1) CSU Operating Funds shall be either unavailable or inappropriate for supporting the offering(s), and (2) 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); or
- b. The location of the courses or program offerings is removed from permanent, state-supported campus facilities; or
- c. The course or program is offered through a distinct technology, such as online delivery; or
- 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; or
- 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.

# Article 6. Limitations on Self-Supporting Courses, Programs, and Enrollments

## 1. Supplanting

1. Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year. Supplanting means reducing the number of state-supported course offerings while increasing the number of self-supporting versions of that same course at the same campus. "Reducing" and "increasing" are measured by comparing the academic year to the prior academic year. "The same course" means a course with substantially the same course name, description and student learning outcomes.
2. As a state institution, the CSU shall not require state-supported matriculated students to enroll in self-supporting courses in order to fulfill the graduation requirements of a state supported degree program. Each campus shall ensure that any course required as a condition of undergraduate degree completion for a state-supported program be offered as a state-supported course. (Education Code 89708)

## 2. Teacher Credential Programs

Basic teacher credential programs (those for multiple subject, single subject, and education specialist) shall not be offered on a self-supporting basis. However, the chancellor may grant exceptions based on the cost to students and the local demand for preparing new teachers. Proposed exceptions are to be addressed to the chancellor.

(Title 5 sections 40100.3 and 40101)

# Article 7. Enrollment Limitations

Self-supporting students and state-supported students shall not be enrolled in the same academic course, except:

- a. As allowed through Open University; or
- b. When non-CSU students enroll in these special sessions terms: summer, winter, or spring intersession; or
- c. When self-supporting matriculated students also pay state-supported Tuition Fee to enroll in state-supported courses; or
- d. When state-supported matriculated students pay self-supporting fees to enroll voluntarily in self-supporting courses.

# Article 8. Open University

1. A campus may designate each semester or quarter those state-supported regular course offerings for which non-matriculated students may enroll through Open University and earn special session credit, provided that enrollment in any such course for special session credit be permitted only after state-supported matriculated students have had an opportunity to enroll in the state-supported regular course offering. (Title 5 section 40202)
2. State-supported matriculated students shall not be permitted to enroll through Open University.

# Article 9. Required Residence Applicability

1. Special Sessions credit may be used to fulfill the residence graduation requirement.

(See article 2.16 of this executive order)

2. Extension credit (such as credit often associated with professional development activities) shall not be used to fulfill the residence graduation requirement. However, the chancellor may designate specified extension courses that may be offered for residence credit.

(Title 5 section 40403(b)) (See article 2.8 of this executive order)

# Article 10. Applicability of Types of Credit

## 1. Credits Earned in Non-Matriculated Status

### 1. Special Sessions Credit Applied Toward Baccalaureate Degree Requirements

A maximum of 24 semester special session course credits taken by a non-matriculated student may be applied toward the baccalaureate degree. This maximum applies to special session course credit earned through self-supporting course offerings, as well as to state-supported offerings in which credits are earned through Open University. (Title 5 section 40407.1)

### 2. Extension Credit

An academic department may allow up to a maximum of 24 semester units of extension credit to be applied toward degree requirements. (Title 5 section 40407)

### 3. Continuing Education Credit

CEUs shall not be converted to units of academic credit (semester or quarter units).

### 4. Special Sessions Credit Applied Toward Master's Degree Requirements

At the discretion of the academic department, up to 30 percent of the units that are applied toward satisfaction of graduation requirements may be earned while in non-matriculated status, whether taken through state-supported or self-supporting course offerings.

### 5. Exceptions

When the circumstances of an individual case make it appropriate, the appropriate campus authority, in consultation with the academic department, may authorize additional extended education courses (taken by non-matriculated students) to be applied toward fulfillment of degree requirements.

## 2. Credits Earned by Matriculated Students

There is no limit on the number of special session course units that may be earned by matriculated students and applied toward the extended education degree. (Title 5 section 40407.1)

### 3. Credit Allowance

A maximum of one semester unit may be allowed for each fifteen hours of instruction. (Title 5 section

#### **4. Continuing Education Units**

##### **1. Implementation of Campus Policies Related to Continuing Education Units**

Each campus is authorized to develop and implement policies and procedures for non-credit extended education program activities utilizing the Continuing Education Unit (CEU) as the standard unit of measurement of individual participation. Campuses choosing to utilize the CEU shall develop local policies and procedures consistent with national standards and systemwide requirements provided hereafter.

1. Campuses may choose to award a decimal fraction of a CEU when appropriate. However, when computing the number of CEUs to be awarded, only the number of complete instructional hours, or the equivalent, shall be considered. For example, a program involving 18.5 contact hours would award a maximum of 1.8 CEUs.
2. CEUs shall not be converted to units of academic credit (semester or quarter units).

##### **2. Criteria for Individual Programs and Activities Awarding Continuing Education Units**

Each campus shall develop its own criteria for awarding CEUs through non-credit-granting programs and for activities. At a minimum, these criteria shall include all of the following:

- a. The activity is planned to meet the educational needs of a specific target audience. The following shall have an opportunity for input into the planning process: the target audience, faculty (or other qualified experts approved by the appropriate campus authority), and campus personnel assigned responsibility for the administration of such activities;
- b. The following program elements are determined during the planning stages and prior to program implementation approval: program purposes and objectives; student performance requirements; evaluation procedures suitable for measuring the effectiveness of program design and operation; and the number of CEUs to be awarded for satisfactory completion of performance requirements; and
- c. The program or activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the campus best qualified to determine the quality of the program content and to approve the resource personnel required.

##### **3. Administration Related to Continuing Education Units**

Each campus shall develop local administrative policies and procedures that at minimum shall provide for all of the following:

- a. Assignment of local administrative program responsibility to appropriate campus personnel;
- b. Recordkeeping and reporting functions ensuring that a permanent record is maintained for all CEUs awarded and for all programs for which the awarding of CEUs is authorized. The form and content of these records shall be consistent with nationally recognized standards for the maintenance of CEU records for students and programs, and the records shall be maintained and retained in accordance with CSU systemwide records/information retention and disposition schedules implementation policy (see Executive Order 1031);
- c. Program review-and-approval procedures consistent with procedures used for other campus-sponsored continuing education programs;



- d. Instructional and personnel review-and-approval procedures that are consistent with procedures used for other campus-sponsored continuing education programs; and
- e. Steps to preclude duplicate recordkeeping when such a program is jointly sponsored by another campus.

#### 4. **Fiscal Management Related to Continuing Education Units**

Fiscal management related to activities for which CEUs are to be awarded shall be operated in accordance with the policies and procedures established in article 13 of this executive order.

## **Article 11. Implementation Procedures**

Prior to implementation, all extended education instruction shall have been approved under procedures in place for state-supported instruction, and all academic policies governing self-supporting instruction shall be identical to or established under the same procedures as those governing state-supported instruction.

### 1. **Required Approvals**

#### 1. **Credential Programs and Certificate Programs**

- 1. Basic teacher credential programs (those for multiple subject, single subject and education specialist) shall not be offered on a self-supporting basis. However, the chancellor may grant exceptions based on the cost to students and the local demand for preparing new teachers. Requests are to be addressed to the chancellor. (See article 6.2 of this executive order)
- 2. Other credential or certificate programs may be offered through extended education subsequent to securing all regularly required campus approvals; however, no Chancellor's Office approval is required.

#### 2. **Degree Programs**

##### 1. **New Degree Programs**

New degree programs and subprograms (options, concentrations, special emphases or similar subprograms) may be offered through extended education subsequent to securing all regularly required campus and Chancellor's Office approvals.

##### 2. **Multiple Support Modes**

Subsequent to obtaining requisite Chancellor's Office approvals, a campus may operate degree programs in state-supported mode, self-supporting mode, or both, subject to the prohibition against supplanting.

##### 3. **Implementing a Self-Supporting Version of an Existing State-Supported Program**

Before implementing a self-supporting version of a previously approved state-supported degree program (degree type and title), adding a subprogram (option, concentration, special emphasis or similar subprograms), or adding a new delivery method (face-to-face or online), Chancellor's Office approval is required. The proposal shall provide details sufficient to confirm that the existing state-supported offering is not being supplanted, shall specify the program's qualification(s) to operate as a self-supporting 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, the anticipated impact on the existing state-supported program and the disclosure of any third party partners or vendors contracted to support the program.

#### **4. Changing from Self-Support Mode to State-Support Mode**

Chancellor's Office approval is required in order to change a degree program's support mode from self to state support. The campus shall propose the change to the Chancellor's Office, specifying the degree program, offering a brief program description and rationale for making the change, and shall include: 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, the anticipated impact on the existing state-supported program, and disclosure of any third party partners or vendors contracted to support the program.

#### **5. Change of Geographic Location**

Before implementing a previously approved degree program in a different geographic location or online, Chancellor's Office approval is required if WASC substantive change approval is required or if the program would be offered in another CSU campus' traditional service area. The proposal shall specify the program's qualification to operate through extended education and shall include a rationale for the new location, 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-supported program, and disclosure of any third party partners or vendors contracted to support the program.

##### **1. Service Areas**

Chancellor's Office approval is required prior to offering degree, certificate, and allowed credential programs within a service area traditionally served by another CSU campus. Proposals shall include evidence of both campus presidents' consent to the proposed location of operation, and any recruitment, outreach and marketing conducted in conjunction with the program.

##### **2. Out-of-State and Out-of-Country Operations**

Chancellor's Office approval is required prior to offering degree programs out of the state or out of the country. Campuses shall comply with all existing requirements of WASC, as well as with CSU policies and procedures, including but not limited to Executive Orders 795, 1080, 1081, and 1082.

## **Article 12. Sponsorship and Ownership of Extended Education Programs, Courses, and Activities**

1. Extended education instructional programs awarding academic credit or CEUs shall be owned and/or sponsored by a CSU campus and shall not be assigned or contracted to another party or organization, including campus auxiliary organizations.
2. Educational courses and programs offered through CSU auxiliary organizations may be only non-academic, credit-bearing instruction or non-CEU instruction. (EO 1059 section III (D.4))

3. Those extended education instructional programs that do not award academic credit or CEUs may be owned and/or sponsored by a CSU campus or CSU auxiliary organization, and shall be operated in accordance with the Education Code and Title 5 of the California Code of Regulations.
4. At the discretion of the campus president, extended education instructionally related programs and activities that do not award academic credit or CEUs and that are operated through CSU auxiliary organizations may use the CSU name and logo, along with identifying program ownership (i.e., extended education, foundation, etc.).

## Article 13. Financial Management

### 1. Fiscal Responsibility

The campus president is responsible for the financial oversight of self-supporting instructional programs operated by the campus through extended education and for the financial aspects of non-credit bearing instructional programs offered by authorized CSU auxiliary organizations.

### 2. Financial Operation

1. Except for auxiliary organizations generating revenue by offering non-credit instruction, revenues that the Trustees of the CSU receive from extended education instructional programs (which include credit and non-credit courses and programs offered in or out of the state or out of the country) shall be deposited to the credit of the State Controller's Office (SCO) "California State University Trust Fund" 0948 and recorded to the extended education local trust fund ("EE Local Trust Fund"). (Education Code sections 89721(i) and 89704(a))
  1. All revenue generated by non-credit instruction operated through a CSU auxiliary organization shall be deposited in auxiliary accounts.
2. The EE Local Trust Fund and its expenditures shall comply with all applicable Chancellor's Office directives (i.e. ICSUAM, EOs, Coded Memoranda); laws; statutes and regulations of the State of California, and local or federal governments and is available solely "for the support and development of self-supporting instructional programs" as provided in Education Code section 89704.
3. EE Local Trust Fund balance may be carried forward from one year to the other to serve as working capital and to level out the fluctuations in operations.
4. Extended education operations shall establish reserves in amounts and for purposes described in the ICSUAM Policy 2001.00 Campus Reserves.

Each campus and the Chancellor's Office must designate reserves in amounts and for purposes described in this policy. The campus chief financial officer (CFO) is responsible for establishing reserves to ensure that amounts are consistent with campus plans and requirements.

Reserves for economic uncertainty may be established in each of the CSU operating funds in order to limit the impact of cyclical state recessions and to support year-to-year consistency in the university's operations. Designations for "reserve for economic uncertainty" may accumulate up to an amount that is no more than one-half of the projected annual operating budgets in each of the CSU funds for which the reserve is established.

In addition, other reserve designations should be established as applicable in each of the CSU operating funds for specific capital projects, capital renovation, facilities maintenance and repair,

encumbrances, catastrophic events or any other specified purpose consistent with the underlying funding requirements and restrictions. Designated reserves must be accounted for annually using the appropriate Financial Information Recording Management System (FIRMS) reserve object code.

5. All extended education revenues may be pledged to the acquisition, construction, and improvement of facilities for extension programs, special session, and other self-supporting instructional programs, and may also be pledged to supplement other revenue funded projects relating to debt obligations issued by the trustees. (Education Code section 89704(d); State University Revenue Bond Act of 1947)
6. EE Local Trust Funds shall be self-sufficient by maintaining a continuous positive cash flow and/or positive fund balance at the campus fund level.

### **3. Budget Process**

1. Extended education shall reimburse the CSU Operating Fund for any direct and indirect costs (including instructional and administrative costs) incurred during the offering of a self-supporting program. (Executive Order 1000; ICSUAM 3552.01, 202.2)
2. Each campus extended education unit shall submit an annual plan for revenue generation in extended education programs. These projections shall be included in the trustees' annual budget submission to the state and shall include all extended education revenues.
3. It is the primary responsibility of the campus to monitor enrollments, revenues, and expenditures during any given fiscal year to assure fiscal stability. Budget changes should be initiated as necessary to assure this fiscal stability.

### **4. Student Fees**

1. Campus fees shall be established in compliance with CSU fee policy. (EO 1102)
2. Extended education fees shall be determined locally on the basis of estimated per-person delivery cost and shall be approved by the president or designee.
3. In determining the fee, the campus shall:
  - a. Detail the costs to be supported by the fee (including at least the cost of salaries, materials, travel, and student services and accommodations, for example);
  - b. Specify the student cost per unit;
  - c. As applicable shall specify the total cost to complete degree requirements; and
  - d. Shall specify the number of students expected to enroll in the program annually.
4. A record of these details associated with fees assessed for self-supporting programs and courses shall be maintained in auditable condition, in accordance with CSU systemwide records/information retention and disposition schedules implementation policy. (Executive Order 1031)
5. Campuses shall provide a complete inventory of their self-supporting extended education fees, including past and current fee rates, the total revenue collected for each fee and the remaining balance of revenue collected for each year.
6. Campus presidents shall consider statements of revenues and expenditures prepared by the chief financial officers before making a determination on self-supporting program fees.

### **5. Financial Aid**

1. Schools must report to the Federal Department of Education any location at which 50% or more of

an educational program is provided. This is done via the Program Participation Agreement. In general, approval by the Department of Education is required before financial aid can be awarded or disbursed to students in the program. Since the approval process may take some time, it is advisable to coordinate and confirm with the financial aid office as early as possible to prevent delays.

## Article 14. Records Maintenance and Retention

Records shall be maintained and retained in accordance with systemwide records and information policy for retention and disposition schedules. (Executive Order 1031)

## Article 15. Reporting Requirements

1. Upon Chancellor's Office request, campuses shall report on extended education activities.
2. Campuses are required to report annually on any supplanting activities during the prior academic year.
  - a. Provosts/Vice Presidents of Academic Affairs will be asked to respond indicating:
    1. There was no reduction in state-supported courses and increase in self-supporting courses with substantially the same name, description and student learning outcomes in the prior academic year, or
    2. Yes, supplanting occurred in the prior academic year (see section 2.18 and 6.1.1 for definition).
  - b. For each academic year, each campus shall report the number of self-supporting versions of each course, the number of state-supported versions of that course (if applicable) with substantially the same name, description and student learning outcomes and any change in the numbers of versions offered as state-supported or self-supporting since the prior academic year.
  - c. The Chancellor's Office will follow up with any identified campuses to determine if supplanting occurred and to advise regarding any possible changes to campus practices and procedures.

## Supersedes

Executive Order 1099 Effective June 9, 2014

## Issued by

Timothy P. White, Chancellor

All revision dates:

10/5/2018

## Attachments:

[Extended Education: Self-Supporting Instructional Courses and Programs – Executive Order 1099 Revised October 5, 2018](#)