

CHAPTER TWO
ACADEMIC AFFAIRS

220 CAL POLY EXTENDED EDUCATION

Cal Poly Extended Education, under the direction of the vice provost for International, Graduate and Extended Education, is a unit of the Academic Affairs division and reports to the provost. Cal Poly Extended Education offers credit and non-credit programs and oversees all self-supporting instructional programs.

221 Through Extended Education (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), Cal Poly provides educational opportunities on a self-supporting basis to specialized audiences and local communities across the state and nation, and internationally.

Cal Poly Extended Education Programs

The President has delegated to the vice provost for International, Graduate and Extended Education oversight responsibility for the University’s self-supporting instructional programs. In the exercise of delegated oversight, the vice provost for International, Graduate and Extended Education shall be informed of and coordinate all self-supporting educational programs, including those conducted by any unit, department or division of the University, and by any campus institute, center or similar unit funded through a campus auxiliary organization. See CAP Sections 943 and 944.

Academic credit and non-credit programs and courses are designed to meet expressed regional educational needs and interests. These educational programs, offered through Cal Poly Extended Education, are available at times, locations and formats convenient for the audiences for which they are intended.

Self-supporting instructional programs awarding academic credit shall be the exclusive prerogative of the University and may not be assigned or contracted to another party or organization, including an auxiliary organization. The University may contract with an outside party or organization to offer Continuing Education Units (CEUs). Any unit of Cal Poly offering instruction on a self-support basis must be recorded in the Extended Education Local Trust Fund (“EE Local Trust Fund”). The vice provost for International, Graduate and Extended Education

shall adhere to financial procedures established by the University's chief financial officer to accomplish this California State University (CSU) requirement.

221.1 Academic Credit Programs

Courses offered through Cal Poly Extended Education complement and enhance the regular offerings of the University, and meet the needs of the audiences to be served.

The content of academic credit-bearing courses must be approved by the following University authorities: a department head/chair, the dean, the Academic Senate, and a designee of the provost and associate vice provost for Academic Program and Planning.

Requirements for courses that award academic credit through Cal Poly Extended Education shall be equivalent to those in the University Catalog. Standards of performance and evaluation shall be consistent with those maintained in regular campus courses.

221.2 Non-Credit Programs

Courses, programs, and other activities may be established to offer educational opportunities where the content is of recognized value toward professional or personal development. These non-credit programs may or may not carry continuing education units (CEUs) as appropriate to their content and learning outcomes.

222 Programming Units

Cal Poly Extended Education may establish programming units, with appropriate approvals, both on and off campus, to fulfill its roles and mission. Programming units may consist of regional educational centers, off-campus instructional sites, or on-campus units structured to develop self-support instructional activities.

222.1 Academic Personnel Policies for Self-Support Programs

International, Graduate, and Extended Education Self-Support Program Personnel Policies approved September 16, 2013.

223 Financial Management

As chief financial officer of the University, the vice president for Administration and Finance has fiscal oversight responsibility for Cal Poly Extended Education programs.

Courses, programs, and any other instructional activity financed through self-support shall have their revenues deposited and administered through a campus trust account (“Extended Education Local Trust Fund”), as authorized by California Education Code Section 89721, exclusively for the support and development of self-supporting instructional programs.

The Cal Poly Extended Education budget shall be developed based upon enrollment and revenue projections, and shall be included in an annual Extended Education program plan. The annual plan shall be prepared by the Cal Poly Extended Education financial officer and vice provost for International, Graduate and Extended Education for approval by the provost and the vice president for Administration and Finance for inclusion in the system’s annual budget.

The vice provost for International, Graduate and Extended Education monitors enrollments, revenues and expenditures, and initiates proposed budget amendments to ensure the fiscal viability of self-supporting instructional programs.

Special Session Credit Programs

Special Session programs provide opportunities for study outside of normal state-supported operations. During Special Session, time periods of varying length may be scheduled for courses. Courses that award academic credit through Special Sessions must be in the University Catalog, which signifies that they have been approved by the faculty and the appropriate administrative authorities. Academic units earned during the special sessions program count toward the residency requirements for all academic degrees and may be applied for credentials requirements provided the courses are approved for the degree and credential programs. (Units earned as a non-matriculated Special Session student are not automatically applicable to graduate degree objectives.) Special Session courses may lead to a degree, a certificate, or individual course units in specified academic fields.

While matriculation is not required of students wishing to enroll only for Cal Poly Open University or Special Session, such students are expected to have satisfied any prerequisites for the course(s) in which they enroll. Enrollment in Open University or Special Session courses does not guarantee formal acceptance to the University.

224.1 Special Session Faculty

International, Graduate, and Extended Education Self-Support Program Personnel Policies approved September 19, 2013.

224.2 Cal Poly Open University

Cal Poly Open University (formerly called Concurrent Enrollment) is an enrollment option by which persons who are non-matriculated University students may enroll in courses in the regular state-support educational program of the University. Students enrolling in Cal Poly Open University must: 1) obtain the approval signature of the instructor teaching the course; and. 2) meet the prerequisites of the course. Students may not enroll in regular courses already filled to maximum size.

After being accepted to the University, but prior to matriculating, a student may submit a request to apply Cal Poly Open University course credits to a baccalaureate degree program.

A matriculated undergraduate may obtain approval to apply up to 36 academic quarter units of Cal Poly Open University coursework toward a baccalaureate degree program.

A graduate student who matriculates may obtain approval to apply up to 12 academic quarter units of Cal Poly Open University coursework taken prior to submission of a formal study plan toward the fulfillment of requirements for a graduate degree.

225 Contract Option

If an off-campus agency desires to offer a course through Cal Poly for which Continuing Education Units (CEU) are granted, the Credit by Contract option is available. The instructor's salary and other expenses (e.g., room rental, consultants, advertisements, etc.) are paid by the off-campus sponsoring agency. Participants in the class desiring University-issued CEU's may pay, or have paid by the contracting agency, an administrative fee on a per unit basis.

Under the Credit by Contract (CEU) option, Cal Poly Extended Education verifies the CEU hours attended (e.g., 10 hours of instruction for 1 CEU). However, Cal Poly Extended Education does not certify the quality of an external CEU program nor its instructors. Such endorsement is the responsibility of the professional organizations which sanction and recognize the CEUs.

226 State-Supported Instruction at Off-Campus Locations

CSU campuses may offer regular instruction at off-campus locations. The content of off-campus academic credit-bearing courses must be approved by the following University authorities: a department head/chair, the dean, the Academic Senate, and a designee of the provost and associate vice provost for Academic Program and Planning. The vice provost for International, Graduate and Extended Education will act as the facilitator for the University utilizing policy and practices established by the CSU Chancellor's Office.

227 Out-of-State Programs

The policy and procedures governing self-supporting instructional programs conducted outside California (excluding foreign travel-study programs and those sponsored by an auxiliary organization) have been established by Systemwide directive. See Executive Order No. 795.

References for CAP 220:

1. Date approved by the President: July 13, 2015
2. Effective Date: July 13, 2015
3. Responsible Department/Office: Extended Education.
4. Revision History: May 25, 2004.
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. CSU Executive Orders [794](#), [795](#), [1000](#), [1047](#), [1059](#), [1099](#).
 - b. [CAP Sections 943 and 944](#).
 - c. [International, Graduate, and Extended Education Self-Support Program Personnel Policies](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
 - a. California [Education Code Sections 89704 and 89721](#).
 - b. Title 5. California Code of Regulations, Section 40407, Extension Credit.