

SECTION NINE

UNIVERSITY COLLEGE AND EXTENSION SERVICES

University College and Extension Services (UCES) is the designated self-support outreach branch of the University, and provides a wide array of credit and non-credit educational programs to CSULB's students and members of the community.

Over 1500 resident credit courses taught by regular CSULB faculty are offered in Summer Sessions, Winter Session, and other Special Session formats throughout the year through University College. All such courses are regular University courses, defined by their course numbers for the appropriate levels and purposes; as such, any course in the regular curriculum of the University may be offered through University College without additional curricular approval. These courses can be used to meet CSULB residence requirements, and there is no restriction on the number of units that may apply toward a degree.

UCES also offers Extension Credit courses. A maximum of 24 semester units of Extension Credit can be applied toward a baccalaureate degree. At the option of the appropriate college and department, up to six units of Extension Credit may be applied to a graduate degree. This limit may be increased to nine units in some instances. Extension Credit cannot be used to fulfill the CSULB residence requirement.

The costs of instruction and administration of University College courses are borne by the students enrolled, usually according to a "per unit" fee structure. The schedule of fees and other financial information are available from UCES.

Adjunct Enrollment "Open University"

Open University provides an opportunity for those individuals who are not currently admitted to and/or registered at CSULB to enroll in courses offered by the regular University program on a "space available" basis, subject to the approval of the instructor and department chair concerned. Credit earned through Open University is Extension Credit.

Students may apply up to 24 units of Extension Credit toward a baccalaureate degree. At the option of the appropriate college and department up to six units of Extension Credit may be applied to a graduate degree. This limit may be increased to nine units in some instances.

Course Proposals

Degree or program credit courses (numbered 100-699) intended to be offered through Summer Session, Winter Session, any other Special Session, or as Extension Credit must meet the same criteria and be approved in the same way as state supported courses. Degree credit courses, including variable course topics which were offered but not certified prior to August 1985, may not be offered until certified.

Courses required for a degree, minor, credential, or courses which are to be used as electives may be offered through University College.

All courses, whether state supported or offered exclusively through University College are subject to periodic review. Variable course topics are normally retired at the end of three years. Regular courses are reviewed on a three-year cycle. The Office of Academic Affairs is responsible for the process of reviewing courses numbered 100-700. A Course Form (CF) is a requirement for all University credit courses. University College does not require submittal of these forms since they have already been filed with the University.

Summer Session and Winter Session course schedules are submitted to University College from the respective academic department office on-line or on schedule proofs. Courses being submitted for approval and certification follow normal University procedures.

Separate (additional) proposal forms, available from University College and Extension Services, are required in order to offer a course for baccalaureate or graduate credit through University College (other than Summer Sessions or Winter Session). These forms are to be delivered directly to University College and Extension Services, after department chair's and college dean's signatures have been obtained; they are not to be sent to the Office of Academic Affairs.

External Programs

University College and Extension Services is authorized by CSU regulations to provide curricular programs off campus, including programs consisting of sequences of courses leading to the baccalaureate and graduate degrees. These programs require extensive review in the Office of the Chancellor. Because individual programs will vary widely in terms of audience, fees, courses, staffing, location, etc., written curriculum procedures are very general. Guidelines are available from University College and Extension Services. All such proposals are completed in coordination with that office.

Proposals for new external programs leading to the award of an academic degree, minor, certificate, or credential are also submitted to the Office of the Vice President for Academic Affairs for referral to faculty councils. Proposals will be forwarded to the Chancellor by the Dean of University College and Extension Services on the specific approval of the President.

Proposals to extend existing academic programs into off-campus locations require consultation with the Vice President for Academic Affairs.

External degree programs, to be offered in accreditable disciplines, must attain accreditation at the earliest opportunity.

All external programs are subject to Program Review, normally coinciding with review of the regular programs or allied programs of the managing department. In addition, an annual evaluation is conducted and submitted by University College and Extension Services to the Office of the Chancellor.