

See GENERAL INFORMATION Section in Faculty Handbook
POLICY STATEMENT APPROVED

Approved 5/15/70
AS (PEP) 70-18

EXTENSION PROGRAMS – POLICIES FOR CSULB

APPOINTMENT OF FACULTY

Resident and non-resident faculty appointments to extension courses shall be recommended by the Department Chairman, approved by the Dean of the School, and forwarded to the Dean or Director of Extension for implementation.

Non-resident appointments shall not exceed the level of rank that would be offered the same individual for a full-time resident appointment.

Resident faculty appointments shall not exceed a three-unit instructional load in any given semester. (This limitation also shall be applied to non-resident faculty.)

CREDIT COURSES

Undergraduate:

All upper division courses published in the College Catalog may be offered via the Extension Program, subject to the approval of the Department Chairman and the Dean of the School. Approval should be based upon assurance that the condition and requirements governing instruction are similar to those established in the regular program.

Lower division courses should not be offered unless the junior colleges serving the area are not prepared to offer the course.

Courses developed specifically for extension but that do not appear in the College Catalog must be approved by the Department Chairman, Dean of the School, and the department/school curriculum committees. Precise applicability of credit toward degree objectives must be concurrently determined and approved.

A maximum of 12 semester units of extension credit may be applied toward bachelor degree requirements at California State College, Long Beach.

Graduate:

Courses at the 500-600 level shall not be offered in the Extension Program.

Upper division courses which appear in the Graduate Bulletin may be offered in the Extension Program under the following conditions:

At the option of the school and/or department offering an advanced degree a total of six units of approved California State College, Long Beach, extension and/or transfer credit is acceptable on Master's Degree programs. No extension class credit earned at other colleges may be used to satisfy graduate degree requirements. Extension credit may not be used to satisfy any of the minimum units required in a discipline for a Master's Degree, nor may excess grade points earned in extension classes be used to offset a grade point deficiency in the total graduate record. However, CSULB extension course grades used in earning a Master's

degree are included in the cumulative record of matriculated students and are considered in computing G.P.A. and in determining disqualification or academic probation.

Credit earned by correspondence or by examination may not be used to satisfy Master's Degree requirements.

An upper division extension course approved for graduate credit must be taught by a full-time faculty member.

POST-BACCALAUREATE PROGRAMS

Courses design for professional groups or other specialized occupations shall be numbered in an "800" series. Credit for these courses will not apply to higher degrees or credentials attained through this college.

ACADEMIC STANDARDS

The faculty are required to maintain standards of academic performance that are equivalent to those prescribed for regular campus courses. The same grading system shall be employed.

The number of classroom contact hours shall be consistent with those prescribed by the regular staffing formula.

The faculty should not deviate from the established class schedule unless advance approval has been secured from the Department Chairman in consultation with the Dean of the School and the Dean or Director of Extension.

INTERDISCIPLINARY COURSES

Courses which do not fall within the jurisdiction of an identifiable department or school shall be developed through the office of the Director of Special Programs in consultation with an ad hoc representative faculty committee. Precise applicability of credit toward degree objectives must be predetermined and approved by the departments and schools concerned.

NON-CREDIT COURSES

Non-credit extension courses may be established by all departments in consultation with the Dean of the School and the Dean or Director of Extension

CALENDAR OF INSTRUCTION

The scheduling of extension courses should be largely confined to the fall and spring semesters. Convening and concluding dates of specific course offerings will not necessarily coincide with the regular instructional programs.

Extension courses may be scheduled in the summer months if it can be clearly demonstrated that the on-campus summer instructional program cannot serve the objective proposed.

ADMISSION TO EXTENSION COURSES

MATRICULATED UNDERGRADUATE STUDENTS

Matriculated undergraduate students in good standing may enroll in extension courses, provided that the total resident and extension study program does not exceed 18 units in any given semester. Graduate students are restricted to a sixteen-unit maximum load in any combination of resident and extension courses.

Student who have been disqualified or placed on academic probation may not enroll in extension courses except through written permission of the student's adviser and Chairman of the Scholastic Standards Committee.

CSULB Extension course grades are included in the cumulative record of matriculated undergraduate students and are considered in computing G.P.A. and in determining disqualification or academic probation.

NON-MATRICULATED STUDENTS

High school graduates and/or persons over 21 years of age, who meet course prerequisites and college students in good standing at their home institutions, may enroll in extension courses. Subsequent matriculation at California State College, Long Beach does not necessarily guarantee that prior credit earned in the extension program will be applied toward degree requirements.

AUDITORS

Subject to the approval of the faculty concerned, students may be enrolled as auditors upon payment of extension tuition and fees. Once enrolled, the student may not apply for credit during the semester or session in which he is restricted to auditor status.

COURSE NUMBERS

Courses offered in the Extension Program shall be identified by an "X" which precedes the course number and department prefix.

LIBRARY PRIVILEGES

Students enrolled in the Extension Program shall be granted library privileges upon presentation of the current extension tuition receipt form to the Main Circulation Desk in the Library. A library card will then be issued.

UTILIZATION OF CAMPUS FACILITIES

Extension courses ordinarily will not be scheduled on campus. In those instances where it can be clearly established that utilization of campus facilities is essential, the extension course must not preempt or otherwise interfere with the regular instructional program

ADMINISTRATIVE PROCEDURES

Administrative procedures shall be developed to implement the Extension Program. These procedures shall be consistent with the local campus policies which govern the instructional program, and shall also be consistent with the policies and regulations enunciated by the Trustees of the California State Colleges.

The Extension Program will be administered by a Director of Extension under the general supervision of the Dean of Summer Sessions and Extension. The Dean, in association with the Academic Vice President and the Academic Senate, will provide for appropriate faculty participation in selecting the Director of Extension. Recommendation for appointment will be presented to the President and will carry the endorsement of the principals identified.

Since the Extension Program is budgeted under the principle of self-support, the fiscal aspects of the program shall be administered by policies and procedures similar to those that govern the administration of the summer sessions.

REVIEW

It is the policy of the Planning and Educational Policies Council and the Graduate Council that a review be made by the respective councils within three years, and not later than Fall 1973, to assess the operations of the extension program and its application at both the undergraduate and graduate levels.

Approved by Action of the Academic Senate: 5/15/70, Item #17.

Approved by the President of the College 6/8/70

Included in the General Information Section of the Faculty Handbook.

Extension Programs, Policies for, California State College, Long Beach

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