

1 POLICY STATEMENT APPROVED

2
3 Approved 5/15/70

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5 AS (PEP) 70-18

6
7 **POLICIES FOR CSULB EXTENSION PROGRAMS**

8
9 **APPOINTMENT OF FACULTY**

10
11 Resident and non-resident faculty appointments to extension courses shall be recommended
12 by the Department Chairman, approved by the Dean of the School, and forwarded to the
13 Dean or Director of Extension for implementation.

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

16
17 Resident faculty appointments shall not exceed a three-unit instructional load in any given
18 semester. (This limitation also shall be applied to non-resident faculty.)

19
20 **CREDIT COURSES**

21 Undergraduate:

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

26
27 Lower division courses should not be offered unless the junior colleges serving the area are
28 not prepared to offer the course.

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

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

35
36 Graduate:

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

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

40
41 At the option of the school and/or department offering an advanced degree a total of six
42 units of approved California State College, Long Beach, extension and/or transfer credit is
43 acceptable on Master's Degree programs. No extension class credit earned at other colleges
44 may be used to satisfy graduate degree requirements. Extension credit may not be used to
45 satisfy any of the minimum units required in a discipline for a Master's Degree, nor may
46 excess grade points earned in extension classes be used to offset a grade point deficiency in
47 the total graduate record. However, CSULB extension course grades used in earning a
48 Master's degree are included in the cumulative record of matriculated students and are
49 considered in computing G.P.A. and in determining disqualification or academic warning.

50
51 Credit earned by correspondence or by examination may not be used to satisfy Master's
52 Degree requirements.
53

54
55 An upper division extension course approved for graduate credit must be taught by a full-
56 time faculty member.

57
58 **POST-BACCALAUREATE PROGRAMS**

59
60 Courses design for professional groups or other specialized occupations shall be numbered
61 in an "800" series. Credit for these courses will not apply to higher degrees or credentials
62 attained through this college.

63
64 **ACADEMIC STANDARDS**

65
66 The faculty are required to maintain standards of academic performance that are equivalent
67 to those prescribed for regular campus courses. The same grading system shall be
68 employed.

69
70 The number of classroom contact hours shall be consistent with those prescribed by the
71 regular staffing formula.

72
73 The faculty should not deviate from the established class schedule unless advance approval
74 has been secured from the Department Chairman in consultation with the Dean of the
75 School and the Dean or Director of Extension.

76
77 **INTERDISCIPLINARY COURSES**

78
79 Courses which do not fall within the jurisdiction of an identifiable department or school shall
80 be developed through the office of the Director of Special Programs in consultation with an
81 ad hoc representative faculty committee. Precise applicability of credit toward degree
82 objectives must be predetermined and approved by the departments and schools
83 concerned.

84
85 **NON-CREDIT COURSES**

86
87 Non-credit extension courses may be established by all departments in consultation with the
88 Dean of the School and the Dean or Director of Extension

89
90 **CALENDAR OF INSTRUCTION**

91
92 The scheduling of extension courses should be largely confined to the fall and spring
93 semesters. Convening and concluding dates of specific course offerings will not necessarily
94 coincide with the regular instructional programs.

95
96 Extension courses may be scheduled in the summer months if it can be clearly
97 demonstrated that the on-campus summer instructional program cannot serve the objective
98 proposed.

99
100 **ADMISSION TO EXTENSION COURSES**
101 **MATRICULATED UNDERGRADUATE STUDENTS**

102
103 Matriculated undergraduate students in good standing may enroll in extension courses,
104 provided that the total resident and extension study program does not exceed 18 units in
105 any given semester. Graduate students are restricted to a sixteen-unit maximum load in
106 any combination of resident and extension courses.

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

110
111 CSULB Extension course grades are included in the cumulative record of matriculated
112 undergraduate students and are considered in computing G.P.A. and in determining
113 disqualification or academic warning.

114 115 **NON-MATRICULATED STUDENTS**

116
117 High school graduates and/or persons over 21 years of age, who meet course prerequisites
118 and college students in good standing at their home institutions, may enroll in extension
119 courses. Subsequent matriculation at California State College, Long Beach does not
120 necessarily guarantee that prior credit earned in the extension program will be applied
121 toward degree requirements.

122 123 **AUDITORS**

124
125 Subject to the approval of the faculty concerned, students may be enrolled as auditors upon
126 payment of extension tuition and fees. Once enrolled, the student may not apply for credit
127 during the semester or session in which he is restricted to auditor status.

128 129 **COURSE NUMBERS**

130
131 Courses offered in the Extension Program shall be identified by an "X" which precedes the
132 course number and department prefix.

133 134 **LIBRARY PRIVILEGES**

135
136 Students enrolled in the Extension Program shall be granted library privileges upon
137 presentation of the current extension tuition receipt form to the Main Circulation Desk in the
138 Library. A library card will then be issued.

139 140 **UTILIZATION OF CAMPUS FACILITIES**

141
142 Extension courses ordinarily will not be scheduled on campus. In those instances where it
143 can be clearly established that utilization of campus facilities is essential, the extension
144 course must not preempt or otherwise interfere with the regular instructional program

145 146 **ADMINISTRATIVE PROCEDURES**

147
148 Administrative procedures shall be developed to implement the Extension Program. These
149 procedures shall be consistent with the local campus policies which govern the instructional
150 program, and shall also be consistent with the policies and regulations enunciated by the
151 Trustees of the California State Colleges.

152
153 The Extension Program will be administered by a Director of Extension under the general
154 supervision of the Dean of Summer Sessions and Extension. The Dean, in associated with
155 the Academic Vice President and the Academic Senate, will provide for appropriate faculty
156 participation in selecting the Director of Extension. Recommendation for appointment will be
157 presented to the President and will carry the endorsement of the principals identified.

158
159 Since the Extension Program is budgeted under the principle of self-support, the fiscal

160 aspects of the program shall be administered by policies and procedures similar to those
161 that govern the administration of the summer sessions.

162
163 **REVIEW**

164
165 It is the policy of the Planning and Educational Policies Council and the Graduate Council
166 that a review be made by the respective councils within three years, and not later than Fall
167 1973, to assess the operations of the extension program and its application at both the
168 undergraduate and graduate levels.

169
170 Approved by Action of the Academic Senate: 5/15/70, Item #17.
171 Approved by the President of the College 6/8/70

172
173 Included in the General Information Section of the Faculty Handbook.

174 **GENERAL INFORMATION FACULTY HANDBOOK**

175
176 Extension Programs, Policies for, California State College, Long Beach

177
178 Appointment of Faculty: Resident and non-resident faculty appointments to extension
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