

Guidelines for Approval of Credit and Non-Credit Courses, CERTIFICATES, AND DEGREES to be Offered through the College of Professional And Global Education
(Senate: 10/3/79, 2/6/90; President: 10/25/79, 3/13/90; Editorial Amendment: 9/99, 9/00, 8/01, 1/21/15)

The categories of courses offered through the College of Professional and Global Education (PAGE) and the criteria they meet are described in the guidelines below.

1. Courses for Degree SPECIAL SESSIONS Credit (COURSES FOR DEGREE CREDIT).

SPECIAL SESSIONS Courses which carry credit can be used in meeting requirements for university degrees. SELF-SUPPORTING SPECIAL SESSIONS SHALL NOT SUPPLANT REGULAR COURSE OFFERINGS AVAILABLE ON A NON-SELF-SUPPORTING BASIS DURING THE REGULAR ACADEMIC YEAR (CAL. EDUC. CODE 89708). A MAXIMUM OF 24 SEMESTER SPECIAL SESSIONS COURSE CREDITS TAKEN BY A NON-MATRICULATED STUDENT MAY BE APPLIED TOWARD THE BACCALAUREATE DEGREE, AND A MAXIMUM OF 9 SEMESTER SPECIAL SESSIONS COURSE CREDITS TAKEN BY A NON-MATRICULATED STUDENT MAY BE APPLIED TOWARD THE MASTERS DEGREE. THIS MAXIMUM APPLIES TO SPECIAL SESSIONS COURSE CREDITS EARNED THROUGH SELF-SUPPORT COURSE OFFERINGS, AS WELL AS TO STATE-SUPPORT OFFERINGS IN WHICH CREDITS ARE EARNED THROUGH OPEN UNIVERSITY (TITLE 5 SECTION 40407.1). Generally, the following types of degree-credit courses are available, with appropriate approval, through PAGE the College of Professional and Global Education:

1. Regular university courses listed in the General Catalog, when offered for transferable extension credit;
2. Special Topics courses (e.g., 4540, 4900, OR 4910) which usually consist of subject matter of a transitory nature; most departments/divisions/schools have Special Topics numbers Available; and
3. Undergraduate Directed Study (4990) and Graduate Directed Study (5980), used for faculty-sponsored independent study.
4. Sub-collegiate level courses (which do not offer degree credit) and those that are offered by community colleges, while not generally offered through College of Professional and Global Education PAGE, may be offered when need is evident.

2. Courses for Non-Degree EXTENSION Credit. EXTENSION CREDIT COURSES, WHICH BEAR 7000 AND 8000 SERIES NUMBERS, ARE HIGHLY SPECIALIZED AND HAVE GENERAL ACCEPTABILITY FOR PROFESSIONAL ADVANCEMENT. ONE EXTENSION CREDIT UNIT IS EQUIVALENT TO THE SAME NUMBER OF CONTACT HOURS AND THE SAME NUMBER OF NONCONTACT HOURS REQUIRED FOR ONE UNIT OF DEGREE 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). Certain courses which do not carry degree credit do offer credit for widely recognized, specified purposes:

1. Courses bearing 7000 and 8000-series numbers, which are highly specialized courses and, although not acceptable for degree or credential purposes, have general acceptability for professional advancement credit.
2. One non-degree EXTENSION credit unit is equivalent to the same number of contact hours (15) and number of noncontact hours (30) required for one unit of degree credit.

3. Courses for Continuing Education Unit Credit (CEU). THE CEU IS A NATIONALLY RECOGNIZED UNIT OF MEASUREMENT FOR ANY VARIETY OF PROGRAMS THAT MAY APPLY TO RELICENSURE (E.G. – NURSES, PHARMACISTS, ACCOUNTANTS, PSYCHOLOGISTS, SOCIAL WORKERS, ETC.), PROMOTION, OR CAREER ADVANCEMENT. THESE UNITS ARE NOT APPROVED FOR ACADEMIC DEGREE CREDIT AND MAY NOT BE USED TO FULFILL DEGREE PROGRAM REQUIREMENTS. One CEU is equivalent to 15 10 hours of participation in an organized extended education course

under responsible sponsorship, capable direction, and qualified instruction. CEU'S SHALL NOT BE CONVERTED TO UNITS OF ACADEMIC CREDIT (EO 1099).

4. Courses Not for Credit **NONCREDIT COURSES (0 Units).**

NONCREDIT COURSES SERVE PROFESSIONAL, PERSONAL, AND RECREATIONAL NEEDS. NO ACADEMIC CREDIT, EXTENSION CREDIT OR CEUS ARE AWARDED FOR PARTICIPATION IN NONCREDIT COURSES. NONCREDIT Other courses that meet various interests although they do not grant credit for degrees or for standardized purposes specified in sections 2 and 3 above. For such offerings the University is not required to maintain a permanent record of attendance or grading, except in some instances as a convenience to those who are using the courses for such purposes as establishing eligibility for relicensure.

The following procedures apply to the offering and development of courses under these guidelines:

1. **Courses for Degree SPECIAL SESSIONS Credit (COURSES FOR DEGREE CREDIT).**

Requests for approval of the offering of existing courses which grant credit shall ordinarily be initiated by faculty members or the Dean of the College of Professional and Global Education PAGE.

All proposals for offering existing courses through College of Professional and Global Education PAGE must be approved by the appropriate department/division chair(s) or school director(s) and college dean(s) prior to EACH INSTRUCTIONAL PERIOD THAT the course IS being offered. The criteria for approval or disapproval of an offering shall include the credentials of the instructor and demonstrated need to offer these courses through College of Professional and Global Education PAGE. ALL PROPOSALS FOR OFFERING NEW SPECIAL SESSIONS COURSES THROUGH PAGE MUST FOLLOW THE ESTABLISHED CURRICULUM REVIEW PROCESS FOR COURSES BEARING ACADEMIC CREDIT.

Approval for offering degree credit-granting courses shall be obtained each time the instructor is changed or a different topic is proposed for a special topics course. The existing course outline and general catalog description must be followed. The Dean of College of Professional and Global Education will report annually to each department/division/school and college on courses offered for reapproval.

2. **Courses for Non-Degree EXTENSION Credit.** REQUESTS FOR APPROVAL OF THESE COURSES MAY BE INITIATED BY COMMUNITY MEMBERS WHO ARE SUBJECT MATTER EXPERTS, FACULTY MEMBERS, COLLEGE DEANS, OR THE DEAN OF PaGE. Proposals for courses for non-degree EXTENSION credit (7000 and 8000-level) to be offered through College of Professional and Global Education must PAGE SHALL be approved FIRST BY THE DEAN OF PAGE. ALL COURSES WILL BE SUBMITTED TO THE OTHER COLLEGES FOR CONSULTATION. THE CONSULTATION PERIOD WILL BE FIVE WORKING DAYS. THE DEAN OF PAGE WILL FORWARD THE RECORD OF CONSULTATION AND A RECOMMENDATION TO UNIVERSITY EPC. EPC WILL THEN EITHER APPROVE IT, REJECT IT OR DETERMINE THE APPROPRIATE COURSE OF ACTION FOR FURTHER REVIEW. FOR PROPOSALS REQUIRING IMMEDIATE ATTENTION DURING THE SUMMER TERM, THIS REVIEW WILL BE HANDLED BY THE ACADEMIC SENATE EXECUTIVE COMMITTEE.

by the appropriate department/division chair(s), school director(s) and college dean(s). In reviewing the request for approval, the department/division chair(s), school director(s) and college deans(s) shall consider the quality of the course content, its appropriateness as a university offering, whether there is demonstrated need to offer the course through College of Professional and Global Education, and the credentials of the instructor.

If it is necessary to make content or instructor changes in a non-degree credit course, then a proposal for modification shall be submitted to the appropriate department/division chair(s), school director(s) and college dean(s).

3. **Courses for Continuing Education Units.** REQUESTS FOR APPROVAL OF THESE COURSES MAY BE INITIATED BY COMMUNITY MEMBERS WHO ARE SUBJECT MATTER EXPERTS, FACULTY MEMBERS OR COLLEGE DEANS. Proposals for courses for Continuing Education units are approved by the appropriate department/division chair(s), school director(s) and college

112 dean(s). PROPOSALS FOR COURSES FOR CONTINUING EDUCATION UNITS TO BE
113 OFFERED THROUGH PAGE SHALL BE SUBMITTED TO THE DEAN OF PAGE.
114 IF A COURSE OR PROGRAM PROPOSAL COINCIDES WITH AN EXISTING UNIVERSITY
115 ACADEMIC DEPARTMENT (E.G. – ACCOUNTING, SOCIAL WORK, NURSING, ETC.), AND
116 THE DEAN OF PAGE IS INTERESTED IN OFFERING THE COURSE THE PROPOSED
117 COURSE OR PROGRAM SHALL BE SUBMITTED TO SAID DEPARTMENT FOR REVIEW
118 AND RECOMMENDATION. GIVEN THE NEED TO RESPOND TO COMMUNITY AND
119 PARTNER COURSE AND PROGRAM PROPOSALS IN A TIMELY FASHION,
120 DEPARTMENTS/SCHOOLS/COLLEGES SHALL RESPOND TO SUCH REQUESTS WITHIN 5
121 WORKING DAYS. In reviewing CEU course proposal, the department/division chairs shall consider
122 the quality of the course content, whether there is a demonstrated need to offer the course through
123 College of Professional and Global Education PAGE, and the credentials of the instructor. THE DEAN
124 OF PAGE WILL REVIEW DEPARTMENT RECOMMENDATIONS AND MAKE A FINAL
125 DECISION ON WHETHER TO APPROVE THE COURSE. THE DEAN OF PAGE WILL
126 FORWARD THE DECISION AND RECORD OF CONSULTATION TO UNIVERSITY EPC.

127
128 IF A COURSE OR PROGRAM PROPOSAL DOES NOT COINCIDE WITH AN EXISTING
129 UNIVERSITY ACADEMIC DEPARTMENT, THE PROPOSED COURSE OR PROGRAM WILL
130 BE REVIEWED AND APPROVED BY THE DEAN OF PAGE. THE DEAN OF PAGE SHALL
131 CONSIDER THE QUALITY OF COURSE CONTENT AND WHETHER OR NOT THERE IS A
132 DEMONSTRATED NEED TO OFFER THE COURSE THROUGH PAGE, AS WELL AS THE
133 CREDENTIALS OF THE INSTRUCTOR(S).

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135 AT THE END OF EACH ACADEMIC YEAR, THE DEAN OF PAGE SHALL SUBMIT A REPORT
136 OF COURSES AND PROGRAMS OFFERED FOR CEU CREDIT TO THE EPC.
137

- 138 4. **Courses Not for Credit. NON-CREDIT COURSES.** REQUESTS FOR APPROVAL OF THESE
139 COURSES MAY BE INITIATED BY COMMUNITY MEMBERS WHO ARE SUBJECT MATTER
140 EXPERTS, FACULTY MEMBERS OR COLLEGE DEANS. PROPOSALS FOR NONCREDIT
141 COURSES TO BE OFFERED THROUGH PAGE SHALL BE SUBMITTED TO THE DEAN OF
142 PAGE.
143

144 IF A COURSE OR PROGRAM PROPOSAL COINCIDES WITH AN EXISTING UNIVERSITY
145 ACADEMIC DEPARTMENT (E.G. – ACCOUNTING, SOCIAL WORK, NURSING, ETC.), AND
146 THE DEAN OF PAGE IS INTERESTED IN OFFERING THE COURSE THE PROPOSED
147 COURSE OR PROGRAM SHALL BE SUBMITTED TO SAID DEPARTMENT FOR REVIEW
148 AND RECOMMENDATION. GIVEN THE NEED TO RESPOND TO COMMUNITY AND
149 PARTNER COURSE AND PROGRAM PROPOSALS IN A TIMELY FASHION,
150 DEPARTMENTS/SCHOOLS/COLLEGES SHALL RESPOND TO SUCH REQUESTS WITHIN 5
151 WORKING DAYS. In reviewing CEU course proposal, the department/division chairs shall consider
152 the quality of the course content, whether there is a demonstrated need to offer the course through
153 College of Professional and Global Education PaGE, and the credentials of the instructor. THE DEAN
154 OF PAGE WILL REVIEW DEPARTMENT RECOMMENDATIONS AND MAKE A FINAL
155 DECISION ON WHETHER TO APPROVE THE COURSE. THE DEAN OF PAGE WILL
156 FORWARD THE DECISION AND RECORD OF CONSULTATION TO UNIVERSITY EPC.
157

158 IF A COURSE OR PROGRAM PROPOSAL DOES NOT COINCIDE WITH AN EXISTING
159 UNIVERSITY ACADEMIC DEPARTMENT, THE PROPOSED COURSE OR PROGRAM WILL
160 BE REVIEWED AND APPROVED BY THE DEAN OF PAGE. THE DEAN OF PAGE SHALL
161 CONSIDER THE QUALITY OF COURSE CONTENT AND WHETHER OR NOT THERE IS A
162 DEMONSTRATED NEED TO OFFER THE COURSE THROUGH PAGE, AS WELL AS THE
163 CREDENTIALS OF THE INSTRUCTOR(S).
164

165 AT THE END OF EACH ACADEMIC YEAR, THE DEAN OF PAGE SHALL SUBMIT A REPORT
166 OF COURSES AND PROGRAMS OFFERED FOR NONCREDIT TO THE EPC.
167

Proposals for courses not granting credit shall be submitted by the Dean of the College of Professional and Global Education to the appropriate academic unit (e.g., department/division/school, college, or interdisciplinary group) only for courses with a specific department/division/school orientation, and for courses which may conflict with regular University courses.

In reviewing the proposed course and assigned instructor, it must be kept in mind that the primary objective of such a course is to meet a specialized need of those who live in or are employed in the University's service area, and that the participants will receive neither degree credit nor non-degree credit nor CEUs.

Accordingly, the department/division/school or other academic unit is expected to respond within two weeks after receipt of the proposal; absent such response, it is to be assumed that there are no compelling objections and the College of Professional and Global Education may proceed with the course offering. For any instance in which the Dean of Extended Education PaGE and the dean of the college responsible for the academic discipline involved fail to reach agreement on approval for a course, the Provost and Vice President for Academic Affairs will serve as the final arbiter.

CERTIFICATE PROGRAMS. THE CATEGORIES OF CERTIFICATE PROGRAMS THAT MAY BE OFFERED THROUGH PAGE ARE SPECIAL SESSIONS CERTIFICATE, EXTENSION CREDIT CERTIFICATE, AND NONCREDIT CERTIFICATE PROGRAMS. CERTIFICATE PROGRAMS MAY BE OFFERED THROUGH PAGE SUBSEQUENT TO SECURING ALL REGULARLY REQUIRED CAMPUS APPROVALS; HOWEVER, NO CHANCELLOR'S OFFICE APPROVAL IS REQUIRED (E.O. 1099). THESE PROGRAMS AND THE CRITERIA THEY MEET ARE DESCRIBED BELOW. SPECIAL SESSIONS CERTIFICATE PROGRAMS: ACADEMIC CERTIFICATE PROGRAMS OFFERED THROUGH PAGE ARE CALLED SPECIAL SESSIONS CERTIFICATE PROGRAMS. COURSES FOR SPECIAL SESSIONS CERTIFICATE PROGRAMS MAY BE OFFERED ANY TERM.

1. SPECIAL SESSIONS CERTIFICATE PROGRAMS ARE COMPOSED OF UNIVERSITY COURSES THAT OFFER ACADEMIC CREDIT THAT MAY COUNT TOWARD A DEGREE. THE MINIMUM NUMBER OF UNITS IN A SPECIAL SESSIONS CERTIFICATE PROGRAM SHALL BE 15 SEMESTER UNITS FOR UNDERGRADUATE PROGRAMS AND 12 SEMESTER UNITS FOR POST-BACCALAUREATE PROGRAMS. NORMALLY, COURSES IN THE PROGRAM, EXCEPT FOR PREREQUISITES, ARE THOSE AT THE 3000, 4000, OR 5000 LEVEL. FOR ENROLLMENT IN 5000-LEVEL COURSES, CONSENT OF THE INSTRUCTOR IS REQUIRED. IF THERE ARE PREREQUISITES IN ADDITION TO THOSE REQUIRED BY THE COURSES IN THE PROGRAM, THEY MUST BE CLEARLY STATED. NO MORE THAN ONE QUARTER OF THE TOTAL UNITS REQUIRED FOR THE CERTIFICATE MAY BE TRANSFERRED FROM OTHER COLLEGES. A MAXIMUM OF ONE QUARTER OF THE UNITS IN THE PROGRAM MAY BE DEVOTED TO INTERNSHIPS OR INDEPENDENT STUDY, OR ANY COMBINATION THEREOF. THE MINIMUM GRADE POINT AVERAGE REQUIRED FOR COMPLETION OF AN UNDERGRADUATE CERTIFICATE PROGRAM IS 2.0. FOR POST-BACCALAUREATE ACADEMIC CERTIFICATES, A MINIMUM GPA OF 3.0 IS REQUIRED FOR COMPLETION OF THE PROGRAM.
2. EXTENSION CREDIT CERTIFICATE PROGRAMS ARE COMPOSED OF COURSES AT THE 7000 AND 8000-LEVEL THAT OFFER PROFESSIONAL CREDIT TOWARDS CERTIFICATION.
3. NONCREDIT CERTIFICATE PROGRAMS ARE COMPOSED OF NONCREDIT COURSES. SOME NONCREDIT CERTIFICATES MAY AWARD CONTINUING EDUCATION UNITS (CEUS).

PROCEDURAL GUIDELINES FOR CERTIFICATE PROGRAMS ARE DESCRIBED BELOW.

A PROPOSED SPECIAL SESSIONS OR EXTENSION CREDIT CERTIFICATE PROGRAM MUST NOT INFRINGE UPON EXISTING DEGREE, MINOR, CREDENTIAL, OR OTHER CERTIFICATE

PROGRAMS. IN ADDITION TO THE ABOVE, THE FOLLOWING INFORMATION MUST BE FURNISHED FOR ALL CERTIFICATE PROPOSALS: PURPOSES OF THE PROGRAM, NEED FOR THE PROGRAM, AVAILABILITY OF FACULTY AND/OR SUBJECT MATTER EXPERTS, AVAILABILITY OF OTHER RESOURCES, AND EVIDENCE OF APPROPRIATE CONSULTATIONS AND APPROVALS.

1. SPECIAL SESSIONS CERTIFICATE PROGRAMS.

- a. PROPOSALS ORDINARILY ARE INITIATED BY FACULTY MEMBERS
- b. PROPOSALS MUST BE SUBMITTED USING A STANDARD FORM, THE GENERAL PATTERN OF WHICH IS SIMILAR TO THAT USED FOR NEW PROGRAM PROPOSALS. THEY ARE PROCESSED IN ACCORDANCE WITH ESTABLISHED UNIVERSITY CURRICULAR PROCEDURES. PROPOSALS FOR NEW UNDERGRADUATE AND GRADUATE ACADEMIC CERTIFICATE PROGRAMS ARE FORWARDED BY THE PROGRAM/DEPARTMENT/DIVISION/SCHOOL TO THE COLLEGE CURRICULUM COMMITTEE FOR APPROVAL ALL PROPOSALS SHALL BE SUBMITTED TO THE OTHER COLLEGES FOR A CONSULTATION PERIOD OF 10 WORKING DAYS BEFORE THEY ARE REVIEWED BY THE COLLEGE CURRICULUM COMMITTEE. IF APPROVED BY THE COLLEGE COMMITTEE AND THE RESPECTIVE COLLEGE DEAN, AS WELL AS THE DEAN OF UNDERGRADUATE STUDIES AND/OR THE DEAN OF GRADUATE STUDIES, THEY ARE THEN FORWARDED TO THE OFFICE UNDERGRADUATE STUDIES FOR REFERRAL TO THE APPROPRIATE CURRICULUM SUBCOMMITTEE. IF THE PROPOSED PROGRAM IS APPROVED BY THE SUBCOMMITTEE AND IF THERE ARE NO SUBSEQUENT OBJECTIONS BY THE EDUCATIONAL POLICY COMMITTEE, THE PROPOSAL SHALL BE SUBMITTED TO THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS FOR FINAL APPROVAL.
- c. THE PROGRAM/DEPARTMENT/DIVISION/SCHOOL OR INTERDISCIPLINARY AREA THAT INITIATED THE PROGRAM PROPOSAL IS REQUIRED TO DESIGNATE AN APPROPRIATE FACULTY MEMBER AS COORDINATOR OF THE CERTIFICATE PROGRAM.
- d. APPROVED DESCRIPTIONS OF SPECIAL SESSIONS CERTIFICATE PROGRAMS CURRENTLY BEING OFFERED ARE INCLUDED IN THE UNIVERSITY CATALOG. PROGRAMS THAT ARE LIKELY NOT TO BE REPEATED WILL NOT BE INCLUDED IN THE UNIVERSITY CATALOG.
- e. UPON APPLICATION BY A SPECIAL SESSIONS CERTIFICATE PROGRAM STUDENT, A REVIEW IS INITIATED IN THE REGISTRAR'S OFFICE/GRADUATION UNIT. WHEN ALL OF THE REQUIREMENTS HAVE BEEN MET, THE REGISTRAR'S OFFICE/GRADUATION UNIT ENTERS AN APPROPRIATE DESIGNATION ON THE STUDENT'S PERMANENT RECORD AND CERTIFIES COMPLETION.
- f. CERTIFICATES ARE DESIGNED IN A STANDARD FORM FOR ALL PROGRAMS, BEAR THE SEAL OF THE UNIVERSITY AND THE SIGNATURE OF THE PRESIDENT, AND ARE ISSUED BY THE REGISTRAR'S OFFICE/GRADUATION UNIT.
- g. ANNUALLY, THE REGISTRAR'S OFFICE IS REQUIRED TO REPORT TO THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS OR DESIGNEE THE NUMBER OF CERTIFICATES AWARDED IN EACH APPROVED PROGRAM.
- h. EACH CERTIFICATE PROGRAM IS REVIEWED ALONG WITH OTHER DEPARTMENTAL/DIVISIONAL/SCHOOL OR INTERDISCIPLINARY PROGRAMS IN THE COURSE OF THE NORMAL REVIEW CYCLE CARRIED OUT BY THE PROGRAM REVIEW SUBCOMMITTEE OF THE EDUCATIONAL POLICY COMMITTEE.
- i. SPECIAL SESSIONS CERTIFICATE PROGRAM MODIFICATIONS MUST UNDERGO THE SAME APPROVAL PROCESS AS NEW SPECIAL SESSIONS CERTIFICATE PROGRAMS.

2. EXTENSION CREDIT CERTIFICATE PROGRAMS.

- 280 a. PROPOSALS FOR EXTENSION CREDIT CERTIFICATE PROGRAMS MAY BE
281 INITIATED BY COMMUNITY MEMBERS WHO ARE SUBJECT MATTER
282 EXPERTS, INDIVIDUAL FACULTY MEMBERS, PROGRAMS,
283 DEPARTMENTS/DIVISIONS/SCHOOLS, COLLEGES, OR PAGE.
284 PROPOSALS FOR EXTENSION CREDIT CERTIFICATES SHALL BE APPROVED
285 FIRST BY THE DEAN OF PAGE. ALL EXTENSION CREDIT CERTIFICATE
286 PROGRAMS WILL BE SUBMITTED TO THE OTHER COLLEGES FOR
287 CONSULTATION. THE CONSULTATION PERIOD WILL BE FIVE WORKING
288 DAYS. THE DEAN OF PAGE WILL FORWARD THE RECORD OF
289 CONSULTATION AND A RECOMMENDATION TO UNIVERSITY EPC. EPC
290 WILL THEN EITHER APPROVE IT, REJECT IT OR DETERMINE THE
291 APPROPRIATE COURSE OF ACTION FOR FURTHER REVIEW. FOR
292 PROPOSALS REQUIRING IMMEDIATE ATTENTION DURING THE SUMMER
293 TERM, THIS REVIEW WILL BE HANDLED BY THE ACADEMIC SENATE
294 EXECUTIVE COMMITTEE.
295 THE PROPOSAL FORMAT IS THE SAME AS FOR ACADEMIC CERTIFICATE
296 PROGRAMS.
- 297 b. THE DEAN OF PAGE WILL ANNUALLY REPORT ON EXTENSION CREDIT
298 CERTIFICATE PROGRAMS TO THE DEAN OF UNDERGRADUATE STUDIES
299 AND/OR THE DEAN OF GRADUATE STUDIES AND THE EDUCATIONAL
300 POLICY COMMITTEE. THIS REPORT WILL INCLUDE ENROLLMENTS AND
301 COURSE COMPLETION RATES.
- 302 c. DESCRIPTIONS OF APPROVED EXTENSION CREDIT CERTIFICATE
303 PROGRAMS MAY APPEAR IN THE GENERAL UNIVERSITY CATALOG.
- 304 d. ADMINISTRATION OF EXTENSION CREDIT CERTIFICATE PROGRAMS IS
305 CARRIED OUT UNDER THE SUPERVISION OF THE DEAN OF PAGE. WHEN
306 SUBSTANTIVE MATTERS OF CONCERN TO A SPECIFIC
307 DEPARTMENT/DIVISION/SCHOOL/COLLEGE ARE INVOLVED E.G.,
308 APPOINTMENT OF A COORDINATOR OR KEY INSTRUCTORS,
309 CONSULTATION WITH SUCH INTERESTED
310 DEPARTMENTS/DIVISIONS/SCHOOLS/COLLEGES IS REQUIRED.
- 311 e. ALL INFORMATIONAL MATERIALS TO BE PUBLISHED AND CIRCULATED IN
312 CONNECTION WITH A EXTENSION CREDIT CERTIFICATE PROGRAM MUST
313 HAVE THE PRIOR APPROVAL OF THE DEAN OF PAGE.
- 314 f. UPON REQUEST BY A CERTIFICATE PROGRAM STUDENT, SUBMITTED
315 PRIOR TO REGISTRATION FOR THE LAST TERM OF THE PROGRAM, A
316 REVIEW OF THE STUDENT'S RECORDS IS INITIATED IN THE COLLEGE OF
317 PAGE. WHEN ALL OF THE REQUIREMENTS HAVE BEEN MET, THE DEAN OF
318 PAGE OR DESIGNEE ENTERS AN APPROPRIATE DESIGNATION ON PAGE
319 RECORDS MAINTAINED FOR THE STUDENT.
- 320 g. CERTIFICATES ARE DESIGNED IN A STANDARD FORM FOR ALL PROGRAMS,
321 BEAR THE SEAL OF THE UNIVERSITY AND THE SIGNATURE OF THE DEAN
322 OF PAGE, AND ARE ISSUED BY THE COLLEGE OF PAGE.
- 323 h. EACH EXTENSION CREDIT CERTIFICATE PROGRAM IS REVIEWED EVERY
324 FIFTH YEAR AFTER ITS IMPLEMENTATION BY THE DEAN OF PAGE OR
325 DESIGNEE AND THE CO-SPONSORING
326 DEPARTMENT(S)/DIVISION(S)/SCHOOL(S) AND COLLEGE(S). THE REVIEW
327 FINDINGS AND RECOMMENDATIONS ARE MADE AVAILABLE TO THE
328 EDUCATIONAL POLICY COMMITTEE.
- 329 i. EXTENSION CREDIT CERTIFICATE PROGRAM MODIFICATIONS MUST
330 UNDERGO THE SAME APPROVAL PROCESS AS NEW EXTENSION CREDIT
331 CERTIFICATE PROGRAMS.
- 332 3. **NONCREDIT CERTIFICATE PROGRAMS.**
- 333 a. PROPOSALS FOR NON-CREDIT CERTIFICATE PROGRAMS MAY BE INITIATED
334 BY COMMUNITY MEMBERS WHO ARE SUBJECT MATTER EXPERTS,

INDIVIDUAL FACULTY MEMBERS, DEPARTMENTS/DIVISIONS/SCHOOLS, COLLEGES, OR BY THE COLLEGE OF PAGE. PROPOSALS FOR NONCREDIT CERTIFICATES SHALL BE SUBMITTED TO THE DEAN OF PAGE. IF A NONCREDIT CERTIFICATE PROGRAM PROPOSAL COINCIDES WITH AN EXISTING UNIVERSITY ACADEMIC DEPARTMENT (E.G. ACCOUNTING, SOCIAL WORK, NURSING, ETC.), THE PROPOSED CERTIFICATE PROGRAM SHALL BE SUBMITTED TO SAID DEPARTMENT FOR REVIEW AND RECOMENDATION. GIVEN THE NEED TO RESPOND TO COMMUNITY AND PARTNER COURSE AND PROGRAM PROPOSALS IN A TIMELY FASHION, DEPARTMENTS/SCHOOLS/COLLEGES SHALL RESPOND TO SUCH REQUESTS WITHIN 5 WORKING DAYS. IN REVIEWING NONCREDIT COURSE PROPOSALS, THE DEPARTMENT/DIVISION CHAIRS SHALL CONSIDER THE QUALITY OF THE COURSE CONTENT, WHETHER THERE IS A DEMONSTRATED NEED TO OFFER THE COURSE THROUGH PAGE, AND THE CREDENTIALS OF THE INSTRUCTOR. THE DEAN OF PAGE WILL REVIEW DEPARTMENT RECOMMENDATIONS AND MAKE A FINAL DECISION ON WHETHER TO APPROVE THE PROGRAM. THE DEAN OF PAGE WILL FORWARD THE DECISION AND RECORD OF CONSULTATION TO UNIVERSITY EPC.

IF A NONCREDIT CERTIFICATE PROGRAM PROPOSAL DOES NOT COINCIDE WITH AN EXISTING UNIVERSITY ACADEMIC DEPARTMENT, THE PROPOSED PROGRAM WILL BE REVIEWED AND APPROVED BY THE DEAN OF PAGE. THE DEAN OF PAGE SHALL CONSIDER THE QUALITY OF COURSE CONTENT AND WHETHER OR NOT THERE IS A DEMONSTRATED NEED TO OFFER THE COURSE THROUGH PAGE, AS WELL AS THE CREDENTIALS OF THE INSTRUCTOR(S).

- b. THE DEAN OF PAGE WILL ANNUALLY REPORT ON NON CREDIT CERTIFICATE PROGRAMS TO THE CURRICULUM SUBCOMMITTEE, THE DEAN OF UNDERGRADUATE STUDIES AND/OR THE DEAN OF GRADUATE STUDIES AND THE EDUCATIONAL POLICY COMMITTEE. THIS REPORT WILL INCLUDE ENROLLMENTS AND COURSE COMPLETION RATES.
- c. DESCRIPTIONS OF APPROVED NONCREDIT CERTIFICATE PROGRAMS SHALL NOT APPEAR IN THE UNIVERSITY CATALOG.
- d. ADMINISTRATION OF THIS TYPE OF PROGRAM IS CARRIED OUT UNDER THE SUPERVISION OF THE DEAN OF PAGE. WHEN SUBSTANTIVE MATTERS OF CONCERN TO A SPECIFIC DEPARTMENT/DIVISION/SCHOOL ARE INVOLVED E.G., APPOINTMENT OF COORDINATOR OR KEY INSTRUCTORS, CONSULTATION WITH SUCH INTERESTED DEPARTMENTS/DIVISIONS/SCHOOLS IS REQUIRED.
- e. ALL INFORMATIONAL MATERIALS TO BE PUBLISHED AND CIRCULATED IN CONNECTION WITH A NONCREDIT CERTIFICATE PROGRAM MUST HAVE THE PRIOR APPROVAL OF THE DEAN OF PAGE.
- f. UPON COMPLETION OF THE PROGRAM, A REVIEW OF THE STUDENT'S RECORDS IS INITIATED IN THE COLLEGE OF PAGE. WHEN ALL REQUIREMENTS HAVE BEEN MET, THE DEAN OF PAGE OR DESIGNEE ENTERS AN APPROPRIATE DESIGNATION ON PAGE RECORDS AND ISSUES THE CERTIFICATE TO THE STUDENT.
- g. CERTIFICATES ARE DESIGNED IN A STANDARD FORM FOR ALL PROGRAMS, BEAR THE SEAL OF THE UNIVERSITY AND THE SIGNATURE OF THE DEAN OF PAGE, AND ARE ISSUED BY PAGE.
- h. EACH NONCREDIT CERTIFICATE PROGRAM IS REVIEWED EVERY FIFTH YEAR AFTER ITS IMPLEMENTATION BY THE DEAN OF PAGE OR DESIGNEE AND THE CO-SPONSORING DEPARTMENT(S)/DIVISION(S)/SCHOOL(S) AND COLLEGE(S), IF ANY, THE REVIEW FINDINGS AND RECOMMENDATIONS

391 ARE MADE AVAILABLE TO THE EDUCATIONAL POLICY COMMITTEE FOR
392 ITS CONSIDERATION.
393

394 **DEGREE PROGRAMS.** DEGREE PROGRAMS MAY BE OFFERED THROUGH THE COLLEGE OF
395 PROFESSIONAL AND GLOBAL EDUCATION.
396

397 **NEW DEGREE PROGRAMS.** NEW DEGREE PROGRAMS MAY BE OFFERED THROUGH PAGE
398 SUBSEQUENT TO SECURING ALL REGULARLY REQUIRED CAMPUS AND CHANCELLOR'S
399 OFFICE APPROVALS (E.O. 1099).

400 ALL PROPOSALS FOR OFFERING NEW DEGREE PROGRAMS THROUGH PAGE MUST FOLLOW
401 THE ESTABLISHED CURRICULUM REVIEW PROCESS FOR PROGRAMS BEARING ACADEMIC
402 CREDIT.
403

404 SUBSEQUENT TO OBTAINING REQUISITE CHANCELLOR'S OFFICE APPROVALS, A CAMPUS
405 MAY OPERATE DEGREE PROGRAMS IN STATE-SUPPORT MODE, SELF-SUPPORT MODE, OR
406 BOTH, SUBJECT TO THE PROHIBITION AGAINST SUPPLANTING. (E.O. 1099).
407

408 **IMPLEMENTING A SELF-SUPPORT VERSION OF AN EXISTING STATE SUPPORT DEGREE**
409 **PROGRAM.** BEFORE IMPLEMENTING A SELF-SUPPORT VERSION OF A PREVIOUSLY
410 APPROVED STATE-SUPPORTED DEGREE PROGRAM, CHANCELLOR'S OFFICE APPROVAL IS
411 REQUIRED. (E.O. 1099).
412

413 **CHANGING FROM SELF-SUPPORT MODE TO STATE-SUPPORT MODE.** CHANCELLOR'S
414 OFFICE APPROVAL IS REQUIRED IN ORDER TO CHANGE A DEGREE PROGRAM'S SUPPORT
415 MODE FROM SELF-SUPPORT TO STATE SUPPORT (E.O. 1099).
416

417 **CHANGE OF GEOGRAPHIC LOCATION.** BEFORE IMPLEMENTING A PREVIOUSLY
418 APPROVED DEGREE PROGRAM IN A DIFFERENT GEOGRAPHICAL LOCATION,
419 CHANCELLOR'S OFFICE APPROVAL IS REQUIRED IF WASC SUBSTANTIVE CHANGE
420 APPROVAL IS REQUIRED OR IF THE PROGRAM WOULD BE OFFERED IN ANOTHER CSU
421 CAMPUS' TRADITIONAL SERVICE AREA. (E.O. 1099).
422

423 **OUT OF STATE AND OUT OF COUNTRY OPERATIONS.** CHANCELLOR'S OFFICE
424 APPROVAL IS REQUIRED PRIOR TO OFFERING DEGREE PROGRAMS OUT OF THE STATE OR
425 OUT OF THE COUNTRY. CAMPUSES SHALL COMPLY WITH ALL EXISTING REQUIREMENTS
426 OF WASC, AS WELL AS WITH CSU POLICIES AND PROCEDURES (E.O. 1099).
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428 **PROGRAMS OTHER THAN CERTIFICATES**

429 THE DEAN OF THE COLLEGE OF PROFESSIONAL AND GLOBAL EDUCATION MAY ISSUE A
430 CERTIFICATE FOR ONE OR MORE ACADEMIC, PROFESSIONAL OR NONCREDIT PAGE
431 COURSE OFFERINGS. EXAMPLES INCLUDE A CERTIFICATE OF COMPLETION, OF
432 ATTENDANCE, OR OF PARTICIPATION.
433
434