



California State University, Stanislaus  
Office of Academic Programs

**Special Session Offerings (Executive Order 802)**  
**(Courses, Certificate Programs, Credential Programs, Degree Programs)**

Department: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

The course, certificate, credential, or degree program that you are proposing as a special session must meet each of the following criteria. **Please provide a brief explanation for each criteria.**

1. State General Funds are *either*
  - not available \_\_\_\_\_
  - not appropriate \_\_\_\_\_
2. The proposed special session offering is different from the regular state-supported offering by *at least one* of the following factors:
  - The proposed offering is designed primarily for career enrichment or retraining \_\_\_\_\_  
\_\_\_\_\_
  - The proposed offering is significantly removed from campus or offered through a distinct technology \_\_\_\_\_  
\_\_\_\_\_
  - Students will receive services at a cost beyond what could be reasonably provided under state support  
\_\_\_\_\_
3. The proposed offering serves a substantive educational objective supportive of a degree, credential, or certificate program (e.g., it would help students accelerate achievement toward an objective, etc.).  
\_\_\_\_\_
4. Students in the special session degree program or educational credential program are matriculated (non-matriculated students may enroll in special session courses only on space-available basis). \_\_\_\_\_  
\_\_\_\_\_
5. The appropriate educational support services (e.g., advising, library, financial aid) are available to students in the proposed offering. \_\_\_\_\_
6. The proposed offering does not supplant nor limit your department's state-supported offerings. \_\_\_\_\_  
\_\_\_\_\_
7. The offering is in accordance with all appropriate academic policies and procedures of the campus, CSU system, WASC accreditation, and disciplinary accrediting bodies. \_\_\_\_\_  
\_\_\_\_\_

<b>Approvals:</b>	
Instructor	Date
Department Chair	Date
College Dean	Date
University Extended Education	Date
Vice Provost	Date

NOTE: Academic credit offered through special sessions applies toward residence credit requirements; however, no more than 24 semester units in special session courses may be applied toward an undergraduate degree. Special Session, Open University, extension, and correspondence credits may not be used to meet graduate program requirements without prior authorization by the College Dean.