California State University, Stanislaus
Office of Academic Programs

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

Department:_________________________
Course Number:_____________________  CourseTitle:_______________________________________________

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.

Approvals:

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<th>Role</th>
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<td>Instructor</td>
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<td>Department Chair</td>
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<td>College Dean</td>
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<td>University Extended Education</td>
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<td>Vice Provost</td>
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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.