University Extended Education Special Session Program Offerings

California State University, Stanislaus

(Degree Title)

Special Session Program Offerings requests are to be submitted to the Office of Academic Programs only after approval by the department chair, the college dean, and University Extended Education dean. The format for submission of Special Session program offerings is specified to ensure clear communication and accurate record keeping. Please submit information in accordance with the format found in the attachments.

1. Specify the Special Session Program Offering information on this form.
2. Complete Attachment A – Delivery Inventory.
3. Complete Attachment B – Course Sequence and Offerings.
4. Complete Attachment C – Cost-Recovery Budget (only if NEW self-support program)

|  |  |
| --- | --- |
| College: Choose an item.  | Planned Start Date:        |
| Department:        | Planned End Date:        |

**CHECK AND COMPLETE ALL THAT APPLY:**

1. ***Type of program***
2. Choose one of the following:

[ ]  Undergraduate program

[ ]  Graduate program

[ ]  Academic Certificate program

1. Provide the total number of months to complete the program:     .
2. Choose one of the following (*not applicable for certificate programs*):

[ ]  Planned offering as a full degree program (submit degree requirements – catalog copy)

[ ]  Planned offering as a degree-completion program (submit degree requirements – catalog copy)

1. Check if applies:

[ ]  Planned offering will be a cohort-based program

1. ***Location of Planned Offering.*** Choose all that apply.

[ ]  Ceres Unified School District *2503 Lawrence Street; Ceres, CA 95307*

[ ]  Kaiser Oakland *3505 Broadway; Oakland, CA 94611*

[ ]  Lodi Unified School District *1305 East Vine Street, Lodi, CA 95240*

[ ]  Los Banos *200 N. Ward Road; Los Banos, CA 93635*

[ ]  Merced Union High School District *632 West 13th Street; Merced, CA 95341*

[ ]  Merced County of Education *3105 G Street; Merced, CA 95340-2806*

[ ]  Moss Landing Marine Laboratory *8272 Moss Landing Road; Moss Landing, CA 95039*

[ ]  Stanislaus Alliance Training Room *1020 10th Street Place, Suite 102, Modesto, CA 95350*

[ ]  Stockton Center campus *625 East Magnolia, Stockton, CA 95202*

[ ]  Tracy Transit Center *50 East Sixth Street, Tracy, CA 95376*

[ ]  Turlock campus *One University Circle, Turlock, CA 95382*

[ ]  Off campus location *other than* the approved locations listed above

 Provide the off campus physical street address:

1. ***Delivery of Program***

Planned offering will follow a      -week schedule (*a minimum of 7-weeks is required*).

[ ]  Planned offering will be via distance education (internet; one-way or two way transmissions through open broadcast, closed circuit, cable, microwave, broadline fibers, fiber optics, satellite, or wireless communication; audio conferencing; audio cassettes, DVDs, and CD-ROMs, if they are used in a course in conjunction with any of the technologies listed prior.)

1. ***Specialized Accreditation review of program:***

[ ]  Planned offering requires disciplinary/professional accreditation review by Specialized Accrediting Agency:

**PLEASE COMPLETE DEGREE REQUIREMENTS BASED ON THE CURRENT CATALOG COPY.**

List any prerequisites (foundation courses) to the degree and number of units

List any upper division GE requirements and number of units (*not required for graduate programs*)

List the courses required for the DEGREE and number of units

The Special Session Program 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

1. The proposed offering does not supplant nor limit your department’s state‐supported offerings.

1. The proposed special session program is different from the regular state-supported program by *at least one* of the following factors:

[ ]  The proposed program is designed primarily for career enrichment or retraining

[ ]  The proposed program 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

Other rationale comments for need of new support mode:

1. The proposed program 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.).

1. Students in the special session degree program, educational certificate program, or credential program are matriculated (non-matriculated students may enroll in special session courses only on space‐available).

1. The appropriate educational support services (e.g., advising, library, financial aid) are available to faculty and students as part of the proposed offering.

1. The offering is in accordance with all appropriate academic policies and procedures of the campus, CSU system, WASC accreditation, and disciplinary accrediting bodies.

1. Please list the anticipated student enrollment for the proposed offering.

**To be completed by Offices of Academic Programs and Accreditation:**

Degree units offered through UEE:

Total units in the DEGREE

 Total units and percent offered via Distance Education

 *(add together ITV and Online percentages)*

 Total units and percent offered via Off Campus

 Total units and percent offered via On Campus

[ ]  Planned offering requires WASC Substantive Change

(50 percent or more of the degree program hours are offered via distance education or off-campus).

*Note: For undergraduate programs, the 50-percent rule applies only to the program hours in the major, not the total hours it takes to graduate.*

**[ ]** Reviewed by Accreditation Specialist \_\_\_\_\_\_ (initials)

[ ]  Reviewed by Curriculum Specialist \_\_\_\_\_\_ (initials)

**To be completed by the Office of Financial Aid**

**[ ]** Planned offering does not interfere with financial aid distribution

**[ ]** Reviewed by Director of Financial Aid \_\_\_\_\_\_ (initials)

# Approvals:

Department Chair Date

College Dean Date

University Extended Education Dean Date

Associate Vice President for Academic Planning & Analysis Date

Copy Distribution:

Registrar’s Office

Financial Aid

International Education

University Extended Education

AVPAPA

1/5/11:sc

3/23/16:ss