

SAN FRANCISCO STATE UNIVERSITY

Special Sessions Degree, Credential and Certificate Program Guidelines

I. General Guidelines:

A. Special sessions degree, credential, and certificate (hereinafter referred to as “special sessions degree”) programs must comply with CSU Executive Order 802, “Special Sessions.”

B. Special sessions degree programs must be approved by the SFSU Academic Senate in accordance with Senate Policy F98-204, “Policy and Guidelines for Offering Existing SFSU Degrees via College of Extended Learning.”

C. To be considered officially matriculated at SFSU, special sessions degree students must be admitted to a specific degree, credential or certificate program offered by an academic department via the College of Extended Learning (CEL) and then enroll through CEL in the courses of that specific program.

D. Special sessions degree students have matriculated status although they do not generate FTES. As much as possible, these students should be treated as regular university students.

E. An updated list of current and anticipated special sessions programs, grouped by category (degree, credential, and certificate), is attached. The Associate Dean of CEL will work with the Curriculum Coordinator to add the list of current programs to the University Bulletin and update the list as needed.

II. Application, Enrollment, and Fees:

A. Departments offering special sessions degree programs may establish recruitment/selection processes for students in consultation with CEL and Undergraduate/Graduate Admissions. Regardless of departmental processes, all students seeking admission to special sessions degree programs will be directed to apply via CSU Mentor. The Office of Enrollment Planning and Management (EP&M) will create a map of codes that link CSU Mentor and SIMS-R.

B. Special sessions degree students who wish to enroll in regular university courses must, in addition to special sessions fees, pay state university fees for those courses and enroll through the regular registration process. These students will have “dual status,” i.e., both regular matriculated status and special sessions degree status.

C. With the exception of doctoral students, who pay fees through the University of California partner campus, special sessions degree students shall pay local SFSU fees in addition to special sessions fees. “Dual status” students shall be subject to local fees only for special sessions and will not also be charged for them in connection with registering for regular university courses.

III. Coding/Tracking/Reporting/Performance Standards:

A. Special sessions degree students shall be coded as “Admin-E” in SIMS-R. EP&M will provide additional SIMS-R coding as needed (e.g., unique major codes) to ensure that students are held to registration restrictions regarding academic probation and disqualification, filing of GAP, etc.

B. CEL and EP&M will work together to create appropriate CELIS & SIMS-R interfaces.

C. CEL will work with Accounting to make adjustments in ARM-20 so that financial aid disbursements are made to CEL for special sessions/CEL courses before going to the student; this should apply to all obligations.

IV. Financial Aid:

A. All new special sessions programs and/or program locations must be approved by the U.S. Department of Education in order for students in those programs to qualify for federal financial aid. The Associate Dean of CEL will provide to the Director of Student Financial Aid a list of new special sessions programs and locations. The Director of Student Financial Aid will then seek approval from the U.S. Department of Education.

B. CEL, EP&M, and the Bursar’s Office will establish an SFSU process for financial aid refunds in the event that a student withdraws from a program after receiving financial aid.

C. Students in special sessions degree programs are eligible for loan deferments.

D. For “dual status” students, the Office of Student Financial Aid will look at the combined total of units to determine eligibility.

E. In the event that a “dual status” student drops either a special sessions course or a regular university course, the student is responsible for following the deadlines and policies set forth by the respective unit it falls under (i.e. regular university or CEL).

V. Registration and Orientation:

A. Course registration is done via CEL in consultation with the offering department as appropriate, in accordance with the department’s recruitment and selection process. Developing and implementing Web registration for CEL is a priority and should resolve some workload issues.

B. Students shall be encouraged to participate in regular new-student orientations (Undergraduate, Graduate, OIP) with possible breakout sessions to address special sessions students' needs.

VI. Class Scheduling:

A. Special sessions classes needing on-campus lecture room assignments should be submitted to Academic Resources. Deadlines for submittal can be found in the Class Schedule Production Calendar at <http://www.sfsu.edu/~acadres/calendars/calendar.htm>. Any questions should be directed to Barbara Luzardi, Academic Scheduling Coordinator, at bluzardi@sfsu.edu.

VII. Faculty:

A. In most cases, faculty salaries for special sessions degree programs shall be paid or reimbursed by CEL from student fee revenues. For programs funded by sources other than student fees (currently only the BS in Nursing--Cañada College/Sequoia), faculty salaries may be paid or reimbursed by the Office of Research and Sponsored Programs (ORSP) from grant funds.

B. Tenured/tenure track faculty: For the Fall and Spring semesters, these faculty shall be appointed in regular, General Fund, fulltime Instructional Faculty positions. The percentage/time-base of workload related to special sessions courses shall be identified and recorded as Other Support Fraction (OSF) by entering the appropriate codes and/or values into the "Fac AT Non-Teaching Workload" page under the E-TRAC link in PeopleSoft. In the Faculty Assignment by Department (FAD) report and in the Academic Planning Data Base (APDB) the faculty member shall be recorded as having the appropriate OSF fraction but with no related workload. **No assigned time should be attached to special sessions courses.** Workload accounting for these classes shall be performed at the department level. Each semester, the department shall submit a completed Special Sessions Payroll Template to CEL (Elaine Feng). CEL will reimburse Academic Resources for salary and benefits as appropriate. Faculty will retain their single position number, receive a single paycheck, and receive full benefits and full credit toward retention, tenure, promotion, and years of service.

C. Lecturers: For the Fall and Spring semesters, departments will in most cases choose the "reimbursement model" just described for tenured/tenure track faculty but using classification #2358, Lecturer, Academic-Year. (This classification is subject to provisions of the CFA/CSU Collective Bargaining Agreement.) The department shall include these lecturers on the Special Sessions Payroll Template (per section B above), and CEL will reimburse Academic Resources as with tenured/tenure track faculty. Workload accounting shall be performed at the department level. The portion of the instructor's workload related to special sessions courses should be identified and recorded as Other Support Fraction (OSF) by entering the appropriate codes and/or values into the "Fac AT Non-Teaching Workload" page under the E-TRAC link in

PeopleSoft. An instructor's eligibility for benefits will be determined by the total time base in classification #2358, Lecturer, Academic-Year.

Occasionally, a department might want to bring in an instructor, typically someone who is already employed as a specialist in the profession, to teach a specialized or "boutique" course. In this case, the department may choose to appoint the instructor completely in CEL using the classifications (#2322 for Fall and Spring), which are not subject to provisions of the CFA/CSU Collective Bargaining Agreement. If the instructor is appointed in CEL, the CEL payroll coordinator will appoint the instructor in E-TRAC and pay the instructor by separate paycheck according to normal CEL procedures. The time-base in CEL will not contribute to eligibility for benefits.

**Special Sessions Degree/Credential/Certificate Programs
As of Spring 2005**

Undergraduate:

- a. Health and Human Services: B.S. in Nursing (Cañada College/Sequoia)

Graduate:

- a. Behavioral and Social Sciences: School Psychology Internship Credential
- b. Business: Accelerated Master of Business Administration (AMBA)
- c. Education: M.A. & Credential in Educational Administration (Marin Leadership Academy)
- d. Education: Bay Area Teachers Center (BATC) Single Subject Credential
- e. Education: Bay Area Teacher Training Institute (BATTI) Multiple Subject Credential
- f. Education: Ed.D. in Educational Leadership
- g. Health and Human Services: Nursing Pre-Licensure Requirements for the Master of Science in Nursing
- h. Health and Human Services: Doctor of Physical Therapy (DPT) third year

Certificate:

- a. Business: Business Proficiency Certificate (inactive)
- b. Health and Human Services: Family Nurse Practitioner Certificate