



## University Policy Statement

### UPS 450.100

## POLICY ON EXTENDED EDUCATION

University Extended Education includes all non-state-funded credit and non-credit courses, including those offered on a contractual basis.

### A. DEGREE CREDIT COURSES

Degree Credit courses offered by University Extended Education shall meet the same academic standards as state-funded courses and shall fulfill the following requirements:

1. Carry course credit, acceptable toward fulfillment of undergraduate, graduate degree or certificate program requirements, subject to the regulations contained in the State Education Code concerning maximum numbers of applicable units.
2. Be subject to the same approval as courses in the state-funded program. Regular and special courses, (UPS 411.100) and certificate programs (UPS 410.115) may be offered.
3. Be offered under the specific approval and supervision of the appropriate academic unit and college dean.
4. Be taught by persons selected and approved by the offering academic unit and approved by the appropriate college dean.

### B. NON-DEGREE CREDIT COURSES

Non-degree credit courses offered by University Extended Education shall meet the university's academic standards and shall fulfill the following requirements:

1. Carry no credit toward a university degree. Examples are remedial courses, which are numbered in the 001-099 range, and professional development courses, which are numbered in the 900-999 range.
2. Conform to the process described in A.2. through A.4. above.

### **C. NON-CREDIT COURSES AND OTHER ACTIVITIES**

Other learning activities may be offered by University Extended Education. These must have the following characteristics:

1. They do not carry academic credit.
2. They do not carry departmental course number designations.
3. They are not subject to curriculum approval and review process, which is required for credit courses.
4. They must be reviewed and recommended by the appropriate academic unit, college dean and the Extended Education Committee. The Extended Education Committee assures that appropriate review has occurred. When the Extended Education Committee is unavailable, the Provost and Vice President for Academic Affairs designee shall consult with the Executive Committee of the Academic Senate. Such decisions will be reviewed by the Extended Education Committee as soon as possible.
5. They are taught by persons approved by the appropriate academic unit and the college dean.
6. When time does not permit consultation with the Extended Education Committee, the Provost and Vice President for Academic Affairs designee shall consult with the Executive Committee of the Academic Senate. Such decisions will be reviewed with the Extended Education Committee as soon as possible.
7. Each of these activities shall normally be self-supporting. Charges for these activities are limited to costs plus reasonable overhead.

### **D. PUBLICATION OF UNIVERSITY EXTENDED EDUCATION OFFERINGS**

All University Extended Education offerings shall be published via print or electronic media and shall be disseminated to the campus community in advance of their being offered.

Source: Executive Committee

**EFFECTIVE DATE: November 21, 2024**

Supersedes: UPS 450.100 dated April 8, 2015  
and ASD 15-07