

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 73-3

UNIFORM FILE

REFERENCE: Continuing Education

SUBJECT: Concurrent Enrollment in Continuing Education

Non-matriculating students may enroll in classes of the regular program by payment of extension fees under the following conditions:

- a. There is insufficient enrollment to develop an extension class.
- b. Permission must be obtained from the department concerned.

Funds generated through concurrent enrollment will be divided as follows:

- a. Twenty-five percent to the Continuing Education Reserve Fund.
- b. Fifty percent to supporting departments on a pro rata basis.
- c. Twenty-five percent to the Office of Continuing Education to defray operating expenses.

The following operational rules of the Chancellor's Office, which must be observed, are added to the above. In particular:

- a. No class of low resident enrollment may be justified for continuation because of enrollment of "extension" students.
- b. No "extension" student may be enrolled so as to deny a place in a class for a resident student.
- c. Enrollment of "extension" students may not be a reason for splitting a class.
- d. The extension service of the campus should provide concurrent enrollment at no loss to the Continuing Education Revenue Fund; that is, a reasonable percentage to cover indirect costs should be kept in the fund.

SUBJECT: Concurrent Enrollment in Continuing Education

March 4, 1974

- e. Revenue generated over that required by extension to operate concurrent enrollment may be spent for other University purposes.
- f. "Extension" enrollees in regular classes do not contribute to the FTE count for these classes.
- g. Extension salary may not be paid to an instructor of a regular class which has concurrent enrollment.

Effective Fall, 1973

DEG:gp

March 4, 1974