

1 CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2 POLICY STATEMENT

3 NUMBER: 73-03

4 UNIFORM FILE

5 REFERENCE: CONTINUING EDUCATION

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7 SUBJECT: CONCURRENT ENROLLMENT IN CONTINUING EDUCATION

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

- 11  
12 a. There is insufficient enrollment to develop an extension class.  
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14 b. Permission must be obtained from the department concerned.

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16 Funds generated through concurrent enrollment will be divided as follows:

- 17  
18 a. Twenty-five percent to the Continuing Education Reserve Fund.  
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20 b. Fifty percent to supporting departments on a pro rata basis.  
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22 c. Twenty-five percent to the Office of Continuing Education to defray operating expenses.

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

- 26  
27 a. No class of low resident enrollment may be justified for continuation because of  
28 enrollment of "extension" students.  
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30 b. No "extension" student may be enrolled so as to deny a place in a class for a resident  
31 student.  
32  
33 c. Enrollment of "extension" students may not be a reason for splitting a class.  
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35 d. The extension service of the campus should provide concurrent enrollment at no loss to the  
36 Continuing Education Revenue Fund; that is, a reasonable percentage to cover indirect  
37 costs should be kept in the fund.  
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39 e. Revenue generated over that required by extension to operate concurrent enrollment may  
40 be spent for other University purposes.  
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42 f. "Extension" enrollees in regular classes do not contribute to the FTE count for these  
43 classes.  
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45 g. Extension salary may not be paid to an instructor of a regular class which has concurrent  
46 enrollment.  
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48 Effective Fall, 1973  
49 DEG: gp  
50 March 4, 1974