

EXTENDED UNIVERSITY DIVISION

Extended University Division

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The University provides access to higher education and lifelong learning beyond the traditional patterns of campus-based programs supported by taxpayers. This responsibility is assigned to the Extended University Division (EUD). It administers a variety of self-supported degree programs, courses, workshops, seminars, and conferences for members of the community who seek to expand their interests, to improve and broaden their professional preparation, or to further their University degree aspirations. The Division's activities are frequently organized in cooperation with school districts, governmental agencies, nonprofit organizations, professional associations, and other such agencies to effectively offer programs that meet community needs. The EUD's website contains detailed, up-to-date information on programs, policies, and fees.

ADMISSION

Generally, it is not necessary for students to make formal application for admission to the University in order to enroll in specific *courses* offered by EUD. Individuals need not submit transcripts of previous work. However, persons wishing to participate in specific degree and certificate *programs* should contact the EUD office for information concerning application procedures and admission information. In all cases, students must satisfy the academic or experiential prerequisites for the particular courses in which they intend to enroll or obtain permission of the instructor. ***Enrollment in courses through the EUD does not, in itself, constitute formal acceptance into the University.***

TYPES OF COURSE OFFERINGS

The EUD offers two types of credit and it offers courses under two designations. Courses can earn semester units, continuing education units (CEUs), or non-credit. Courses earning semester units are applicable to academic degree programs. It often will be important to the enrollee that he or she understand whether or not a course is applicable to the residency requirement for a CSUB-conferred degree. Each EUD course is designated as being offered through Extension or Special Session. Special Session offerings count toward CSUB's residency requirement for academic degrees. CSUB degree programs have a minimum residency requirement of 45 units for the baccalaureate and 32 units for a 45-unit Master's degree. Summer session, winter intersession, Open University, online degree programs, and academic programs offered at remote sites are examples of Special Sessions applying toward residency requirements. There are limits to the amount of academic credit earned in the Open University

Special Session that can be applied to a CSUB degree, so non-matriculated students intending to earn a degree are encouraged to apply for admission to the university during their first quarter of Open University. Extension courses carrying academic credit are treated much like courses transferred in from other universities. They can be used to satisfy degree requirements, but their use is limited and they cannot count toward the residency requirement. Students may use up to 24 Extension units toward Bachelor's degree requirements and up to 9 Extension units toward a Master's degree. Units completed by correspondence or DANTES (Defense Activity for Non-Traditional Educational Support) apply toward these same limits.

TYPES OF PROGRAM OFFERINGS

Regional and Online Programs

These programs can be provided at specific sites through traditional classroom instruction, video, online web-based programming, or hybrid instruction. Regional programs may include the delivery of regular academic courses, complete undergraduate or graduate degrees, and certificates for professional or personal development. Online degree programs are accessible throughout the world.

Intersession

Courses falling between fall and winter quarters are closely aligned with regular on-campus classes and generally afford the student regular residence credit that does not count against the above-mentioned unit ceilings for transferability into degree programs.

Open University

Non-matriculated students have the opportunity to concurrently enroll in regular University classes through EUD on a space available basis after the student obtains approvals from the instructor and other offices. There is no additional fee for out-of-state students. Coursework completed through the Open University carries special session residence credit but there is a ceiling on the number of Open University units transferable into degree programs.

Contract Credit

Degree credit or continuing education units can be posted to CSUB transcripts for courses where the instructor is paid by other programs or institutions. Approval by the overseeing academic department and school dean at CSUB is required for degree credit. Degree courses posted to transcripts through contract credit are considered Extension courses. They do not carry residence credit and count against the unit ceilings for transferability into degree programs.

Regular Extension Courses

The EUD can offer courses carrying degree credit through Extension. An example would be a certificate program whose courses carry academic credit. As mentioned above, these courses count against the unit ceilings for extension,

correspondence, and DANTES transferability into degree programs. The acceptability of courses toward major or minor concentrations is subject to approval of the department and school dean within whose academic area the course falls.

Non-credit

Courses earning either continuing education units (CEUs) or non-credit are considered non-credit courses. They are usually of professional, personal, or general interest and are designed in response to identified community needs. Courses often are bundled into certificate programs. Special courses and programs designed for re-licensure or other forms of continuing education are offered.

DEGREE AND CERTIFICATE PROGRAMS

Degree Programs

The EUD currently is authorized to deliver to remote sites the following degree programs: MS in Administration; MA in Education; BS in Nursing (RN-BSN); BA in Communications with an option in Public Relations or Journalism; and BA in Sociology. All but the MS in Administration, MA in Education, and BS in nursing (RN-BSN) are currently offered in Santa Clarita. The MA in Education, MS in Administration, and BS in Nursing (RN-BSN) are offered online. Remote students also may request approval to customize the Special Major (BA) to meet unique needs.

Certificate Programs

The EUD designs and offers certificate programs for individuals seeking formal recognition for completing a specialized program of study. Typically, the certificate programs offered through EUD are not available through regular University program offerings. Some of the Certificate Programs are offered in the Antelope Valley and/or via distance learning technologies. Programs are continuously updated, deleted, and added. Current programs include:

- Drug and Alcohol Studies
- Human Resource Management
- Pharmacy Technician
- Project Management
- Safety and Risk Management
- TESOL Post Baccalaureate Certificate
- Workers' Compensation Law
- Paralegal Certificate

Fees

Course fees must be set at levels to enable programs to be self-supporting, since the State of California does not provide financial resources to support EUD instructional programs. Over the years, fees for degree courses have been somewhat higher than those charged for regular in-state residents, but lower for students who are not California residents. Course fees vary considerably based on the type of program, location, and other factors. All fees are subject to approval by the university President. The Board of Trustees of the California

State University System governs refund policies. Financial aid may be available for qualified students enrolled in Special Sessions degree programs.

The Intensive English Language Center (IELC)

The IELC prepares international undergraduate and graduate students for successful academic study in American colleges and universities. Experienced ESL instructors teach all IELC classes. Class sizes are small with individual attention given to each student.

The Center offers four sessions throughout the year. The non-credit Extension courses meet daily with at least 23 hours of instruction per week. Classes are given in reading and vocabulary, writing and grammar, and listening and speaking, including pronunciation. Elective courses are offered in American culture, academic study skills and TOEFL preparation. The summer session provides courses for graduate and undergraduate students who have already been accepted at the university and want to improve their English language skills. Attention is given to academic writing, textbook reading, and oral presentation. For more information about programs offered by the Intensive English Language Center, call 661-654-2441, email ielc@csub.edu, or visit the Extended University Office.