



Academic Affairs Directive 2014-04	Issue Date: September 2, 2014
Subject: Special Session programs	Effective: Beginning FY 2014-15
Approved: James LJ Houpis, Provost	
Division: Academic Affairs	
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AUTHORITY

Provost and VP of Academic Affairs

POLICY

Distribution of Net Revenue for Special Session programs

All self-support special session programs will be administered via University Extension in accordance to EO 1099 <http://www.calstate.edu/eo/EO-1099.html>

Distribution of CERF

On an annual basis AND/OR closeout of a program cohort, the net revenue will be distributed to AA partners after full reconciliation of program expenses and revenue has occurred. If/when a surplus exists, at the program level, the following distribution will be made:

- 60% of net share to College (Academic College Dean's Office will receive transfer to CERF Partner accounts)*
- 25% of net share to AA/Provost
- 15% of net share to University Extension

*Distribution to College department level budgets will be arranged and managed at the discretion of the Dean.

PROCEDURES

To ensure the implementation of these policies, the following steps will be followed:

University Extension, Academic Affairs Budget and Colleges will develop and adhere to a timeline of distributions. UE and Colleges will develop annual program-level budgets inclusive of direct and indirect projections.