

DOMESTIC DEGREE SPECIAL SESSION PROGRAM PROCEDURES

These procedures identify 1) the individuals who have the authority to speak on behalf of the university about financial commitments and admissions decisions for domestic degree special session programs, and 2) the processes that result in recommendations made to said individuals.

FINANCIAL COMMITMENTS – BUDGET PROCESS

1. Academic Directors (recommend to dean)
2. Dean (recommends to Associate Vice President, Continuing & International Education). The Dean's recommendation to the AVP, Continuing & International Education is submitted by completing the New Program Proposal – Domestic. (See Attachment A.)
3. Dean and Associate Vice President, Continuing & International Education review with Provost
4. Dean and Associate Vice President, Continuing & International Education recommend to Vice President, Administration & Business Affairs
Note: Risk management review and costs should be included in the budget prior to final approval.
5. Vice President, Administration & Business Affairs exercises final budget authority on behalf of the President. All administrators identified in this section must be informed about the admission status of students in each cohort of a domestic degree program due to budgetary implications. The Assistant Vice President of Enrollment Services shall be responsible for reporting such information in a timely manner.

NOTES: Directors are **not** authorized to make financial commitments on behalf of the university. Proposed budgets must be submitted in a timely manner, i.e., to allow all noted in the authorization procedures above to have time to execute internal reviews prior to forwarding recommendations to the next level.

It is recognized that in most cases, fiscal year budget submission deadlines will precede actual cohort recruitment. In these cases, budget projections may be based on actual enrollments from prior cohorts, subject to modification at mid-year budget review and for any enrollment guarantees made by others (e.g., a partner organization).

With respect to start-up programs with no enrollment history, some flexibility may be allowed in the review process. At the discretion of the AVP, Continuing & International Education, and subject to fiscal capabilities, DCIE may choose to contribute to the start-up costs of a new program.

The college dean or the dean's designee must monitor and approve all proposed expenditures vis-à-vis the approved budget. All modifications to a budget must be reviewed by the dean first, and then routed for final approval through the process described herein.

Should the number of students in a program's cohort(s) fall below the minimum budget requirements for reasons of inadequate recruiting, failure to meet university admissions requirements, dropped enrollment, etc., the contract with the program's partner, if any, requires that the partner must choose either: 1) to go forward with the program by making up the budgetary shortfall (enrollment guarantee), or 2) to not go forward with the program until an adequate number of students are available and admissible to meet minimum budget requirements.

Should the program allow students to be admitted on financial aid, all stakeholders in the program must be knowledgeable in and monitor the financial aid programs to ensure timely receipt of funds. The funding sources must submit a disbursement schedule to the program director who in turn will distribute same to all stakeholders.

SPECIAL SESSIONS ADMISSIONS REQUIREMENTS

1. All prospective students must submit an ES approved official CSU application with student's name, any previous names, date of birth, all colleges and universities attended along with dates of attendance and degree(s) earned. All application materials must be submitted at least four weeks prior to the beginning of the session. There is no guarantee that applications submitted after this deadline will be processed in time for the beginning of the session. Note: At the discretion of the Academic Director, students admitted after the start of a cohort may be permitted to join a cohort in progress. In no case, however, may a late admit join a cohort after the third course has been completed.
2. Unofficial copies of transcripts from all universities attended and a copy of the degree earned if not stated on the transcript (with literal English translations, if applicable) will be accepted for evaluation purposes. Official transcripts must be received within the first six months of the program's start date. Transcripts which are received after this date will not be accepted except for extenuating circumstances. These may include, but are not limited to, lack of cooperation from the student's university, distance of the student's residence from the city of the university, or relocation of the student from the country of the university to another country.
3. If applicable, a copy of the student's official TOEFL/IELTS score, an unofficial score from the test center, or a certified letter stating that English was the medium of instruction at their university must be submitted before admission to the program. Official test scores must be received within the first six months of the program's start date. Institutional TOEFL scores from a recognized test center or testing agency will be accepted in lieu of an official score report from ETS.
4. A GPA equivalent to a 2.50 or above is required for automatic admission. If the GPA is between a 2.00 and 2.50, the file will be forwarded to the College for approval consideration. Applicants with GPA's less than 2.0 will be denied admission.
5. The student's degree must be equivalent to a U.S. four year bachelor's degree. Applicants with less than an equivalent U.S. four year bachelor's degree will be forwarded to the College for approval consideration and then to Academic Programs & Graduate Studies for final approval consideration.

ADMISSIONS WAIVERS – WAIVER PROCESS

1. Academic Directors collect required documents and submit to Dean or Dean's designee for forwarding to ES admissions specialist.
2. ES specialist prepares "Equivalent Academic Preparation Request" form and returns with documents to Dean or Dean's designee.
3. College admission committee consisting of Academic Director and Dean or Dean's designee make degree equivalency recommendation to Associate Vice President, Academic Programs & Graduate Studies.
4. Associate Vice President, Academic Programs & Graduate Studies consults with others as appropriate (e.g., with the AVP of Enrollment Services, Dean's designee, and/or Academic Director.)
5. Associate Vice President, Academic Programs & Graduate Studies makes final decisions and informs Academic Director and Dean or Dean's designee.

NOTE: The only individuals authorized to make commitments about possible exceptions to admissions requirements, i.e., waivers, are the Associate Vice President of Academic Programs & Graduate Studies and the Provost and Vice President, Academic Affairs.

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ATTACHMENT A

New Program Proposal – Domestic

http://www.ce.csueastbay.edu/about/partner/ProgramProposalCoverSheet_Domestic.pdf