



Ruth Byrne

Office of the President

BERKELEY, CALIFORNIA 94720

July 30, 1979

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CHANCELLORS

Dear Colleagues:

I have approved the enclosed Policy on Part-time, Off-campus Professional Graduate Degree Programs to be effective immediately.

As you know, we have discussed this proposal during several meetings of the Council of Chancellors, and it has the approval of appropriate University-wide Academic Senate Committees and the Academic Planning and Program Review Board.

Sincerely,

David S. Saxon
for
David S. Saxon
President

Enclosure

- cc: Laboratory Directors
- Members, President's Administrative Council
- Principal Officers of The Regents
- Chair, Academic Council
- Assistant Vice President Bovell

INTERNAL CORRESPONDENCE

POLICY ON PART-TIME, OFF-CAMPUS PROFESSIONAL
GRADUATE DEGREE PROGRAMS

Extending the opportunity to enroll part-time in professional master's degree programs to those who need to continue their employment while studying is consistent with the University's mission in graduate professional education. As provided by Academic Senate Regulation 694, courses to satisfy the requirements of such programs, either in whole or in part, may be given at off-campus sites. The following outlines University policy relative to such programs.

I. General

- A. Part-time, off-campus professional graduate degree programs may be undertaken only when a demonstrated need for them exists.
- B. Such programs shall not be undertaken if they strain the resources of the department that sponsors them or have an adverse effect on regular programs on campus.
- C. Off-campus courses may be given only at sites where access for purposes of instruction is acquired and controlled by the University.
- D. Under special circumstances, with the concurrence of the local Graduate Council and the Chancellor and approval of the President, on-campus facilities may be used for these programs. Proposals for such use must contain explicit justification of the special circumstances.

II. Relationship to Regular On-Campus Programs

- A. These programs shall have the same standards of quality as regular graduate programs, as determined by the appropriate Graduate Council.
- B. Courses offered in these programs should be taught by regular faculty members when corresponding courses in on-campus programs are taught by regular faculty. When on-campus programs employ some combination of regular faculty and guest lecturers or consultants, off-campus courses may be taught in the same way. Under no circumstances shall anyone teach off-campus programs whose appointment has not been subject to the appropriate academic review.

- C. The determination of whether to include students enrolled in these programs within existing campus enrollment targets shall be made on a case-by-case basis as part of the program approval process. For purposes of computing the University's enrollment FTE, students in these programs shall be treated the same as on-campus part-time students.

III. Initiation and Review Procedures

- A. Departments, groups of departments, or schools offering professional master's degree programs under the jurisdiction of a Graduate Division may recommend that such programs be offered in whole or in part at off-campus sites.
- B. Such recommendations must be approved by local Graduate Councils, as well as by appropriate campus administrators.
- C. Graduate Councils shall review such programs annually.

IV. Admission and Enrollment

- A. Students must be admitted to a Graduate Division through the regular admissions process in order to enroll in any program established under this policy.
- B. Access to courses offered as part of these programs must be equally available to all qualified students. No preference in enrollment may be given to members of any non-University sponsoring organization.
- C. Admission criteria may specify some type or period of work experience in the field.

V. Student Fees and Program Funding

- A. In accord with existing policy, instructional costs for part-time graduate degree programs should be borne by the State, and student fees should be used primarily to support student services. However, in the case of inadequate State support to meet the needs of such programs offered off-campus, non-State funds may be used.
- B. In exceptional cases, special student fees, over and above regular fees for part-time students, may be levied and applied to meet a portion of the costs of the program. In such cases the proposed special fee and its justification shall be submitted with the proposal for the program and shall be approved by the President or by The Regents as appropriate.

VI. Programs that Do Not Correspond to Regular On-campus Programs

- A. Proposals for part-time, off-campus professional degree programs that do not correspond to regular on-campus programs may be considered.
- B. Such proposals shall be subject to the same procedures for approval as apply to all proposals for new graduate degrees.
- C. These programs should originate with a unit or department that is already authorized to conduct graduate work on campus at the level that is at least equal to the level of the proposed off-campus program.
- D. If approved, such programs shall be conducted in accord with the policies set forth in this statement.