

CONCURRENT ENROLLMENT POLICY

Academic Senate Policy #S76-5

At its meeting of March 16, 1976, the Academic Senate accepted the following policy from its Educational Policies Committee:

It shall be the policy of San Francisco State University that regular classes listed in the Fall and Spring Class Schedules be open to non-matriculated students under certain specified conditions, outlined below. These students will enroll through Extension, and the credit earned, if any, will be Extension credit.

Conditions

1. Space is available in accordance with the University class size limits.
2. Regular, matriculated students have first priority through CAR and the add/drop process.
3. The individual instructor approves. The instructor makes the final decision for admission to the course.
4. The non-matriculated student is qualified (by class level, background, prerequisites, etc.).
5. Matriculated students may not enroll via Extension.
6. Certain courses are excluded from concurrent enrollment, including student teaching, thesis preparation and internships. Schools/Departments should specify those classes which are excluded from Concurrent Enrollment each semester.

Rationale

Concurrent Enrollment opens up the University to citizens in the community. It provides the opportunity for individuals to experience the educational efforts of faculty very directly. People may register via Concurrent Enrollment for personal enrichment; as part of a re-entry process; to take course work not otherwise offered through Extension; or for a variety of academic and personal reasons. Concurrent Enrollment tends to enhance the University's relationship with the community.

Affects on Enrollment

Since non-matriculated students are not permitted to enroll in classes which have reached enrollment maximum, via CAR and add/drops by regular students, over-enrollment in individual classes should not occur. Concurrent Enrollment students will not be counted toward FTE goals.

School/Department Role

Schools and/or Departments will determine those classes which are excluded from this process. In emergency situations, a department may allow a non-matriculated student to enroll in a class which is normally excluded from Concurrent Enrollment, but the signature of the Department Chair and the instructor is required.

Fees

The normal Extension fee will be charged each student who is accepted into a class. Fifty percent (50%) of all fees collected will be allocated by Continuing Education to each department where the Concurrent Enrollment occurred. Continuing Education will report each semester to the schools and departments concerned, listing enrollments and revenue allocated. Utilization of funds allocated will be an intra-school determination.

Grades/Grade Sheets

Grades will be assigned in accordance with current University policy and standards. Students may audit, but must notify the instructor in writing when he/she is accepted into the course, and must pay the same fees as those taking courses for credit. A separate Concurrent Enrollment grade sheet will be produced by Continuing Education and provided to each instructor through his/her Department at the end of each semester.

Approved March 31, 1976

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