

University of California  
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## **POLICY ON SELF-SUPPORTING PART-TIME GRADUATE PROFESSIONAL DEGREE PROGRAMS**

### Preamble

The University has entered an era in which state funding for higher education has been reduced and is not expected to represent in the future the proportion of the University's budget that it has in the past. This poses two potentially interrelated challenges: How can the University extend its degree programs to serve new groups of students? And how can the University find new and creative ways to fund its degree programs?

In 1994, the UC Task Force on Part-time Professional Master's Degree Programs advocated that UC expand such opportunities for groups of clearly defined students not now served by UC's regular programs. In 1995, the Advisory Committee on Policy for High Fee Part-Time Professional Programs urged the University to create a climate of encouragement and support for creative new approaches to delivering part-time professional education. This policy is a revision of UC's 7-30-79 Policy on Part-Time Off-Campus Professional Graduate Degree Programs, based on advice from both these groups.

The purpose for offering part-time graduate professional degree programs is to serve a public need. Once the need has been identified, the next decision should be whether the program should be self-supporting. As a matter of course, it is likely that the more specifically a program addresses training needs for a profession, the likelier it is that the program should be self-supporting. Market factors play a key role in making this decision and guiding appropriate fee levels.

Self-supporting part-time graduate professional degree programs should adhere to the same UC academic standards as do other graduate degree programs.

The University should consider expanding flexible part-time pathways to graduate professional degrees to accommodate academically qualified working adults who cannot be full-time students. Extending the opportunity to enroll part-time in professional master's graduate 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 may be given, either in whole or in part, at off-campus sites. The following outlines University policy relative to self-supporting part-time graduate professional programs, offered in both on-campus and off-campus locations and through electronic means.

I. General

- A. Self-supporting part-time graduate professional degree programs may be undertaken only when a demonstrated need for a part-time program in a specific field of study exists. Justification for expansion of part-time programming depends on a careful definition of the pools of employed people who need such degrees and the ability of the University to provide appropriate graduate degrees of quality to them.
- 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. If the campus determines that the part-time graduate professional degree program should be offered on a self-supporting basis,\* such programs should set the goal of becoming fully self-supporting as quickly as possible; “self-supporting” means that MI program costs, including but not limited to faculty instructional costs, program support costs, student services costs, and overhead, should be covered by student fees or other non-state funds. The sponsors of each proposed self-supporting program should submit a fiscal phase-in plan with their request for approval of proposed student fees to the Office of the President.
- C. By expanding self-supporting programming that serves practitioners, the department may have access to additional field-based resources (working students, their employers, and field-based lecturers) that it might not otherwise be able to afford. Therefore, these programs should be undertaken in partnership with the profession served.
- D. Courses may be offered on-campus, at appropriate off-campus locations, or in a combination of on-campus and off-campus facilities. The possibility of using distance technologies (computer- and video-based, e-mail, etc.) should also be engaged as appropriate.

II. Relationship to Regular On-Campus Programs

- A. Self-supporting part-time graduate professional degree programs should be held to the same standards of quality as regular programs, as determined by the appropriate Graduate Council. Because students should meet the same standards of quality in the part-time and regular programs, provisions should be made that allow students to transfer between programs. Campuses may also determine

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\*In this policy, “self-supporting” is used for part-time programs that are supported with non-state funds only; the State General Fund subsidy has been removed from the part-time program.

which courses are available to students in both programs, keeping in mind that regular and part-time programs should have comparable availability of faculty and courses.

- B. Any part-time programs should be established by academic departments and staffed with ladder-rank faculty on the same basis as regular programs. Certain practice-oriented degree programs may warrant a higher proportion of non-regular faculty (e.g., clinical/adjunct faculty, lecturers, visitors) but that proportion must be in keeping with the standards of each campus' Graduate Council. Courses offered in these programs should be taught by a mix of faculty members that parallels the mix of faculty in regular programs. When regular programs employ some combination of Senate faculty and guest lecturers or consultants, courses for part-time programs may use a similar combination. Under no circumstances shall anyone teach in part-time programs whose appointment has not been subject to the appropriate academic review.
- C. Self-supporting programs will not be funded from State General Funds and reports of state-funded enrollments will exclude students in self-supporting programs. However, these enrollments will be reported to the Office of the President as a separate category which is not counted against the campus budgeted (state-funded) enrollment target. During the approved phase-in period, distribution of enrollment between state and non-state targets will conform to specifications of the phase-in plan.
- D. The Dean of the school or college offering the program and the Academic Vice Chancellor are responsible for assuring that program publicity and marketing meet the highest standards of quality and accuracy.
- E. Self-supporting part-time graduate professional degree programs may be administered in cooperation with University Extension where and when appropriate.

### III. Initiation and Review Procedures

- A. Departments, groups of departments, or schools offering graduate professional degree programs under the jurisdiction of a Graduate Division may propose that such programs be offered in whole or in part at off-campus sites or by distance learning technologies.
- B. Such proposals must be approved by campus Graduate Councils, as well as by appropriate campus administrators.
- C. Graduate Councils or other duly appointed campus review bodies shall review

such programs as part of regularly scheduled campus program reviews, on the same basis on which regular academic programs are reviewed.

IV. Admission and Enrollment

- A. Admission standards for the part-time program should be comparable in effect to those for the regular program.
- B. Students must be admitted to a Graduate Division through the regular admissions process in order to enroll in any program established under this policy.
- C. 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.
- D. Admission criteria may specify some type or period of work experience in the field.

V. Student Fees and Program Funding

- A. The President is responsible for reviewing and recommending to The Regents any proposed self-supporting program fees for part-time graduate professional degree programs and subsequent increases or decreases.
- B. Self-supporting program fees should be levied such that as quickly as possible they will cover all program costs.
- C. Self-supporting program fees should be based on a full and accurate assessment of all program costs, including but not limited to faculty instructional costs, program support costs, student services costs, and overhead. The proposed self-supporting fee, its phase-in plan, and its justification shall be submitted with the proposal for the program to the President. When the self-supporting fee has been fully implemented, no State General Funds will be provided to the program. If the program fails to reach full self-support in line with its phase-in plan, state funds will be withdrawn from its support.
- D. When the self-supporting program fee has been fully implemented (i.e., when all State funds have been withdrawn from the program), the campuses may not collect the Educational Fee or the University Registration Fee.
- E. University employees enrolled in self-supporting part-time professional degree programs are not eligible for reduced course fees. However, this provision does not preclude the option of the UC employer subsidizing a portion of the fee.

- F. Program deficits will be covered by the campuses; however, state funds cannot be used to cover any deficit, except during the start-up years under the approved phase-in plan.

VI. Programs that Do Not Correspond to Currently Authorized Graduate Professional Programs

- A. Proposals may be considered for self-supporting part-time graduate professional degree programs that do not correspond to regular programs that a campus is authorized to offer.
- 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 that is already authorized to conduct graduate work on the campus at the level that is at least equal to the level of the proposed graduate professional program.
- D. If approved, such programs shall be conducted in accord with the policies set forth in this statement.

## **Implementation Guidelines for the Policy on Self-Supporting Part-Time Graduate Professional Degree Programs**

### Faculty FTE

All faculty must be funded directly from the revenue of self-supporting programs in proportion to the faculty member's workload commitment to the program. This includes the involvement of faculty from other departments. Alternatively, faculty can be paid for overload teaching within the 120% salary limitation that governs teaching in University Extension. Appropriate campus review committees should be vigilant to ensure that the overload option and 120% salary limitation are used appropriately.

### Office of the President Budget Office Review and Oversight

Upon final approval of this policy, the Office of the President Budget Office will have responsibility to ensure compliance.

Review and Approval of Phase-in Plan: Both existing and new self-supporting part-time graduate professional degree programs are covered by this policy. Proposals for new self-supporting part-time professional degree programs, including a plan and timetable for phasing in fees that will assure self-support, should be submitted to the Office of the President Budget Office, which will coordinate the internal Office of the President interoffice review. Proposals should include information on the status of all current self-supporting programs on the proposers' campus and a worksheet showing cost components on which the self-supporting fee is based.

Fees: Office of the President Budget Office, working with the campuses, has already developed a methodology for establishing the minimum special fee a program should charge to assure that it is self-supporting; the Office of the President Budget Office will work with the campuses to apply that methodology to any proposed program.

Campuses with programs that do not charge at least the minimum special fee as determined by the agreed-upon methodology, and therefore are not fully self-supporting, will submit a proposal that specifies when the program will be self-supporting. The Office of the President Budget Office interprets the proposed policy language "as quickly as possible" to mean that normally a program will achieve self-support within three years.

Upon Regental approval of the special fee, the Office of the President Budget Office will monitor implementation of the phase-in plan. If the program does not reach self-sufficiency within the time specified in its plan, state funds will be withdrawn from its support.

Enrollments: Proposals for phasing in a special fee and phasing out state support should also include a plan for reporting enrollments during the phase-in period. During the phase-in period, program enrollments will be counted as state-funded based on the proportion of the minimum fee that is being charged. If the fee charged is 75% of the minimum, for example, then 25% of the enrollment will be counted as state-funded.