

Updated July 8, 2014

Basic Principles of Extension Credit Courses

DESCRIPTION OF “800” LEVEL COURSES—Advantages & Disadvantages *Prepared for Prospective Extended Learning Instructors and Course Developers*

Extension courses offered at the “800” level are classified as academic credit since they have the same hourly standard of instruction as other academic courses, i.e., 15 instructional contact hours per unit. However, “800” classes are offered only as Extension, rather than Special Session, courses. Thus, 800-level classes have the prefix “X” (e.g., PSY X896).

Additionally, 800-level courses do not meet University residence requirements. They do not carry any credit toward CSUN graduation or credential requirements. They cannot be applied toward a degree or credential within the California State University system (see page 595 of the 2008-10 CSUN catalog).

Courses offered at the 800 level can be used for career advancement and professional development. Teachers in grades K-12 frequently use the credits to qualify for salary points with school districts. Other professional organizations and employers (e.g., nurses, counselors, and lawyers) may use 800-level credits to satisfy training requirements. These credits can be used at both the post-baccalaureate and postmaster’s degree levels.

Grades earned in 800-level courses do not affect a participant’s GPA even if he/she is matriculated in a degree program at CSUN. Participants taking 800-level classes may request an official CSUN grade transcript to document their successful completion of the class. Although 800-level classes are usually offered on a “credit/noncredit” grading basis, the grade option of “A” through “F” is also possible.

HOW TO PROPOSE A UNIVERSITY 800 LEVEL COURSE

Approval Process and Timeline

To offer an 800 level course through The Tseng College at California State University, Northridge, follow the steps below:

1. Complete the FORM TO CREATE A NEW UNIVERSITY 800-LEVEL COURSE.
2. For each course proposal, complete the following forms:
 - Contract for Instruction with Credit

- Course Information Sheet (to be attached to each contract)
- Statement of Professional Preparation and Experience
- Faculty Biographical Information Form

NOTE: Both the instructor and the contractor (normally the school chief administrator or designee) must sign and date the Contract for Instruction with Credit.

3. Select the instructor of record. The following qualifications are generally required of instructors teaching CSUN contracted credit courses:
 - Master's degree appropriate to the proposed course
 - Teaching experience appropriate to the proposed course
 - Recommendation of the school principal, headmaster, or other authority affiliated with the contracting organization
 - Approval by the appropriate CSUN academic department and college issuing the course credit.

NOTE: Because the instructor's qualifications will be reviewed by an appropriate CSUN academic department and college, please include a resume or C.V. for any new instructor not previously approved.

4. Send the proposal materials listed above to:

**The Tseng College
California State University, Northridge
Attn: Jessica Isomoto
18111 Nordhoff St.
Northridge, CA 91330-8365
U.S.A.
TEL: (818) 677-4882
FAX: (818) 677-5088**

NOTE: All documents requiring signatures must be faxed or mailed. All other materials may be emailed as attachments.

5. If a course request is declined, you will receive an explanation for the decision and suggestions for revising the course request for future consideration.

Credit-Hour Standards

Instructional contact hours for contracted credit courses are based on the Carnegie standard. The required number of required contact hours per unit varies depending on the classification of the course — lecture, laboratory or activity. Lecture is the most commonly offered classification.

For lecture credit offerings, at least 15 instructional contact hours are required per semester (Carnegie) unit. In addition, for each contact hour, two more hours of student work outside of class are assigned.

Time Frame for Approval

Please allow six to eight weeks from receipt for review of your course proposals. Upon approval, you will be notified of authorization to begin instruction as requested.

NOTE: The appropriate CSUN academic department and college, and The Tseng College, must approve course requests before courses may be promoted. We should receive your proposal at least six weeks before promotion of the courses will begin.