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# College of Extended Studies

## Section I. Continuing Education

### Functions

The California State University regards the credit-bearing programs offered through Extended Education as integral parts of the institution. These programs are viewed as extensions of the institution's educational services and are in concert with the institution's overall mission and purpose. The programs and courses in Extended Education are expected to meet the standards of quality that the institution sets for its other programs and courses with regard to resources, faculty, level of instruction, evaluation, and support services.

The College of Extended Studies at San Diego State University serves as the principal University liaison with the adult community and provides a wide variety of traditional and nontraditional, credit and noncredit educational experiences designed to fit the life-style and expectations of lifelong learners. In addition, it provides a range of academic and special programs for students and groups during the summer months, in the evenings, and between semesters. Under the direction of the Dean of the College, programs are developed and carried out within four divisions: Special Sessions and Extension, Professional Development, American Language Institute, and Administrative Services. The majority of the programs are operated on a self-support basis since state funds are not provided for Continuing Education activities.

### Open University

Most regular on-campus courses are open to students through enrollment in Open University. Open University courses earn matriculated resident credit, and enrollment for students not seeking an advanced degree or advanced certificate does not require formal admission to the University. Enrollment in courses through Open University is on a space available basis with the consent of the instructor and approval of the chair of the department in which the course is offered. Students pay College of Extended Studies fees for these units. The course repeat policy applies to courses repeated through Open University. Consult the College of Extended Studies or the current Class Schedule for complete details on Open University qualifications and registration procedures.

Open University classes may not be taken by the following:

1. Nonmatriculated foreign students (nonresidents from non-English-speaking countries) with a score of less than 550 on the Test of English as a Foreign Language (TOEFL) or its equivalent.
2. Foreign students with I-20 visas from another university.
3. SDSU matriculated students.

### Limitations on Open University and Special Sessions Credit

Not more than nine units of combined coursework in Open University and special sessions completed prior to admission to an advanced degree or an advanced certificate program will be acceptable on a program of study. Admission to an advanced program

requires formal admission to the University and enrollment in at least one course offered in the regular semester for which the student was admitted, a recommendation of the graduate adviser of the particular program, and the approval of the Dean of the Graduate Division. Once so matriculated, students may take additional courses in Open University to meet degree or certificate requirements only with the prior permission of the Dean of the Graduate Division.

### American Language Institute (ALI)

The American Language Institute offers noncredit intensive (20-25 hours per week) English programs throughout the year to students and professionals interested in improving their English proficiency. By enrolling in the ALI, students may take advantage of a program called conditional acceptance. Conditional acceptance is available to those students who require admission or proof of eligibility to a university in order to obtain a passport, a US visa, or government sponsorship. It is offered to students who do not have an adequate command of English or the required TOEFL (Test of English as a Foreign Language) score to qualify for admission to the University. After transcripts of their academic work have been evaluated by SDSU staff, students may receive an official letter of conditional admission which states that the student has met all University requirements **except** English language proficiency and may enter the University after training at the American Language Institute and achieving appropriate TOEFL scores.

Programs offered by ALI are as follows:

**English for Academic Purposes** – An 11- to 17-week course for students planning to enter San Diego State or other colleges or universities. Classes are offered in reading, writing, grammar, academic listening/note-taking and academic speaking, as well as in special areas, including TOEFL, GMAT, and GRE test preparation and business topics. In addition, students may choose from over 30 elective course offerings, and TOEFL, GMAT and GRE preparation. Students may also specialize in Pre-MBA preparation.

Highly advanced students may register for three to twelve units of SDSU courses in addition to their English classes.

**Intensive English Communications** – A 3- to 19-week course emphasizing oral skills and cultural experiences. Classes include eight hours of oral communication in addition to 12 hours of reading, writing, structure and listening per week. Elective courses are offered, and directed activities at SDSU and in the community provide experiences for real language use. Professionals in IEC may specialize in Intensive English for Managers. Regular field trips to places of educational and recreational interest are an integral part of the program.

**Specific Purposes Programs** – Programs for students and professionals with specific needs, including Management and Business English, Business Seminar for International Executives, Seminar for International Teachers of English, Certificate in Business Administration Program, and Pre-MBA Preparation are offered.

**Summer and Winter Special Programs** – A number of special short-term programs are offered by the ALI each summer (e.g., Management and Business English, Business Seminar for International Executives, Seminar for International Teachers of English, English Language Study Tours). These can be arranged for groups or individuals.

**Services** – All students at the Institute are offered housing assistance, counseling for university entrance, health services, and orientation to university life.

Information about and applications for the ALI can be obtained from the Director, American Language Institute. The Web site address is [www.americanlanguage.org](http://www.americanlanguage.org).

## Travel Study Programs

The College offers students and the general public the opportunity to study language and culture in foreign countries while earning SDSU credit. In addition, travel study programs include non-credit wilderness trips which enable the public to explore the historical sites and natural wonders of California, Alaska, Arizona, and Mexico.

For further information contact the Coordinator of Travel Study Programs.

## Certificate Programs

Certificate programs provide educational services to a wide variety of groups and professional organizations. A listing of graduate certificate programs available is described in Part I of this bulletin.

## Extension

In order to meet the needs of the adult community as well as matriculated students, the College provides a variety of extension courses, workshops, and open university programs. For the convenience of adult students most courses are scheduled in the evenings or on weekends, on campus or at convenient learning extension centers throughout the service area.

### Extension Courses

Extension courses are offered each semester in a number of areas including education, business administration, public administration, and the arts and sciences. Many courses and programs are developed in cooperation with off-campus organizations and groups who have identified specific needs. Many one-unit weekend workshops are also offered throughout the year. These courses are listed in a special Extended Studies Catalog published three times a year.

There is no limit on the total number of extension units for which a student may enroll; however, the maximum extension credit which may be used toward advanced degree requirements at San Diego State University is six to nine units. Extension work is considered the same as transfer credit and is not included in the student's San Diego State University scholastic average.

## Retired Adults Education Program

SDSU's College of Extended Studies' program for lifelong learners is located in Rancho Bernardo. A wide variety of classes, special events and travel study opportunities are offered throughout the year. Anyone age 18 or older is welcome to participate in the Continuing Education Center at Rancho Bernardo's adventures in learning. Please call (858) 487-0464 for a brochure.

## Professional Development

The Division of Professional Development provides business and industry with programs that are responsive to the training and development needs of their employees. Through the Division's activities, participants are kept abreast of the latest business and leadership techniques that ensure they will add to the productivity and profitability of their organizations.

### Custom On-Site Training

SDSU's Professional Development Division of the College of Extended Studies specializes in developing and implementing on-site training programs that meet specific needs of the San Diego business community.

The programs serve medium as well as large businesses and organizations with topics ranging from team building and communication skills to supervision, leadership, process improvement, and executive programs.

Program leaders and training consultants are drawn from the academic and business worlds and have extensive practical experience.

The programs offer significant value for the time invested and are designed with quality and adaptability in mind.

### Professional Development On-Line (PDOL)

Meeting the needs of our students, the College of Extended Studies has developed a wide offering of professional development courses that can be completed on the Internet. Programs are available in almost every typical business area from broader categories such as leadership, finance, and managing teams, to more specific skill acquisition programs such as implementing ISO 9000:2000 and creating powerful presentations. These on-line programs typically consist of five to ten courses, and can be completed at the student's own pace.

### Seminars and Workshops

The Division coordinates practical one- to five-day seminars and workshops aimed at increasing the skills of the business professional. These seminars are taught by local and national seminar leaders chosen from the business and academic worlds for their expertise and outstanding teaching ability. Topics addressed cover a wide range of business subjects, such as leadership, finance, marketing, manufacturing, quality and production issues, and customer service issues related to global competitiveness.

### Corporate Partnerships:

#### Professional Development

Professional Development offers membership benefits to companies joining at the Presidential, Director, and Associate levels. Representatives from member companies sit on advisory boards and play an active role in designing and selecting training courses and instructors. In addition, the annual membership enables the company to get more training for its training dollars. A third benefit to members is the networking opportunities that develop through association with other companies with similar training needs.

## Section II. University Degree Programs

From time to time, the University offers specialized advanced degree programs through the College of Extended Studies designed to serve discrete groups of students and the special needs of the community. These programs conform to the standards and requirements established by the Graduate Council for all graduate degree curricula. Students enrolling in these programs are fully matriculated and are expected to fulfill all of the academic requirements as described in this Bulletin, including formal admission to the University and to the individual program.

Because of the special nature of these programs, scheduling of courses may not follow the traditional semester schedule. This allows maximum flexibility in the modes, timing, and place of instruction that will best serve the needs of the participating groups. These programs are not supported by the state; correspondingly, the fee structure is different from that listed in this Bulletin. Once accepted into the program, students register for classes and pay fees through the College of Extended Studies. Since these fees cover only the cost of instruction, students who desire access to such services of the associated students as health and placement will be required to pay additional fees on campus.

The following programs described in detail in Part Three of this Bulletin are currently offered through special arrangements with the College of Extended Studies. Persons interested in further information are invited to contact the program coordinator.

### **Master of Business Administration for Executives (M.B.A.)**

A two year program designed for mid-career business executives who have substantial work and managerial experience. Classes meet on alternate Fridays and Saturdays. Approximate cost: \$27,600.

### **Master of Arts in Education with a Concentration in Educational Leadership**

A two year program designed for employed teachers, administrators, and supervisory personnel who have substantial experience. Preference is given to international students. Courses are offered at various times during the academic year. There is extensive use of mediated technologies and specialized sessions. Approximate cost, excluding books: \$8,500.

### **Master of Science in Regulatory Affairs**

A 40 unit interdisciplinary program offered under the auspices of the Center for Bio/Pharmaceutical and Biodevice Development. The curriculum is designed for regulatory affairs professionals and focuses on the laws and regulations imposed by the Federal government, especially the Food and Drug Administration. Particular concerns are related to drug discovery, development, testing, and manufacture of products for commercial distribution. Approximate cost: \$18,000.

### **Master of Science in Rehabilitation Counseling**

A three year, 60 semester hour program, designed for currently employed rehabilitation personnel who are counselors and service providers. Courses are offered throughout the calendar year. There is extensive use of mediated technologies. Approximate cost, excluding books: \$13,000.

