Academic Affairs Directive 201 @ 4		Issue DateSeptember 2, 2014
Subject: Special Session programs		Effective: Beginning FY 2014 15
Approved:	James LJ Houpis, Provost	
Division:	Academic Affairs	
Contact	Provost Office	

AUTHORITY

Provost and VP of Academic Affairs

POLICY

Distribution of Net Revenuter Special Session programs

All self-support special session programs will be administered via University Extension in accordance to EO 1099 http://www.calstate.edu/eo/E0099.html

Distribution of CERF

On an annual basis AND/OBloseout of a program cohort, the net revenue breildistributed to AA partners after full reconciliation of program expenses and revenue has occurred. If/when a surplus exists, at the program level, the following distribution will be made:

- x 60% of net bare to College (Academic College Dean's Office will receive transfer to CERF Partner accounts)*
- x 25% of net share to AA/Provost
- x 15% of net share toniversity Extension

PROCEDURES

To ensure the implementation of these policies the following steps will be followed:

University Extension, Academic Affairs Budget and Colleges will develop and adhere to a timeline of distributions. UE and Colleges will develop annual programvel budgets inclusive of direct and indirect projections.

^{*}Distribution to College department level budgets will be arranged and managed at the discretion of the Dean.