

Classification of Courses and Course Series Standards AA120

Last Reviewed: January 2005

Intent

To ensure conformity with the University's academic standards defined in Senate Regulation, and to facilitate communication between Extension's academic staff and colleagues in other University academic departments, UCLA Extension classifies its courses using a methodology that enjoys University-wide recognition. Furthermore, Extension uses criteria and standards described herein to determine the classification of newly developed courses. This policy represents a restatement of various UC Academic Senate Regulations, and historic decisions of the *UCLA Academic Senate Committee on University Extension* ("ASCUE") and its successor, the *Senate Committee on Continuing and Community Education* ("CCCE").

Classification of Courses

The level of instruction for all University of California courses which award academic credit is designated by a course number which falls within series defined as follows:

- **1—99.** Undergraduate/Lower Division courses which are open to freshmen and sophomores.
- **100—199.** Undergraduate/Upper division courses ordinarily open only to students who have completed at least one lower division course in the given subject, or six quarters (or four semesters) of college work. Tutorials, or *independent studies* in the lower and upper division are numbered 99 and 199, respectively.
- **200—299.** Graduate courses ordinarily open only to students who have completed at least 18 (or 12 semester) upper division units basic to the subject matter of the course. Courses of graduate instruction focused on mastery of the literature in a field and on research methodology. Such courses form the building blocks of the degrees MA and MS.
- **300—399.** Professional level courses in pedagogy, typically offered in Departments and Schools of Education, specially designed for teachers, prospective teachers, and to enhance the teaching skills of others.
- **400—499.** Professional level courses focused on mastering the practice of a field, forming the building blocks of professional certificates, curricula leading to licensure in the State of California, and professional masters degrees such as MEd, MBA and MPH.
- **500—699.** Individual study or research courses used to satisfy higher degree requirements leading to the PhD.

UCLA Extension further classifies courses which do not result in the award of credit, as follows:

- **700—799.** Experimental, cultural enrichment, public service, public policy forums, test preparation courses, and courses which showcase research or developments in the professions or local industry, which are not credit bearing and in which student work is not evaluated.
- **800—899.** Advanced professional seminars, courses, and short-courses, in which student work is not evaluated, yet which leads to the award of the *Continuing Education Unit* (CEU) in lieu of academic credit.
- **900—999.** Courses for which University credit is *not* awarded, but in which student work is evaluated and grades are posted. College preparatory courses and English as a Second Language (ESL) courses are examples of the type to be classified in this series.

UCLA Extension typically presents courses in the undergraduate series numbered 1-199 (except those designated as *tutorials* or *special studies* which require oversight of regular faculty), the 300 series, the 400 series, and the non-credit series ranging from 700—999.

In addition to the numbering schema, the University uses letter designations preceding the "course number" to indicate Extension's agency in offering the course or recording the enrollment, and to indicate the Senate division offering academic approval, as follows:

- An "X" prefixed to the course number indicates that the course bears University-level academic credit, *and* that the course is offered through Extension. When the "X" appears alone, the Extension course has no counterpart in the UCLA curriculum, although the content meets the standards for the course series. (Courses numbered 700 and above offered through Extension are not prefixed with an "X" as they bear no credit.)
- The "X", modified with a senate-division designator such as "L", indicates that the course bears University-level academic credit, that it is offered through Extension, and that the course is by Senate regulation considered "equivalent" to a course offered in the regular curriculum of the Senate Division which approved the course. ("L" indicates Los Angeles. "B" indicates Berkeley, "SB" indicates Santa Barbara, etc. Note that the campus/senate division designator does not identify the campus where the instruction takes place: rather it identifies the senate division proffering the approval. UCLA Extension could offer, for example, an "XD" course in viticulture should the Davis division of the Senate extend its approval. In no case will UCLA Extension seek approval for a course from another Senate division when faculty exist locally for such review.
- "XLC" indicates that the course is offered by a UCLA academic department during a regular session, and that one or more Extension students are allowed to enroll in the course *concurrently*. The Extension students' records will indicate XLC to indicate the concurrent enrollment in the regular session class.

- An "M" following "XL", or "XLC" and preceding the discipline indicates that the course is offered by more than one academic department at UCLA, and is therefore considered multi-disciplinary. Students may elect to enroll in the section of their choice, after selecting which discipline they prefer to appear on their transcript.

Transferability

Educational institutions are sovereign in their decisions to offer advanced standing by conferring credit for coursework earned elsewhere. Admissions officers at other universities will often inquire about UCs practices regarding *internal* transferability before making their own decisions on students' petitions. The following affirmations from statewide Senate Regulation are not guarantees for transferability of Extension's credit to programs elsewhere, but serve as responses for inquiries from other institutions regarding our internal transfer practices.

- At UC, credit for courses in the X 300 and X 400 series is acceptable toward the B.A., B.S., and postgraduate programs leading to recommendations for teachers' credentials only within the limitations prescribed by the various colleges and schools. Credit for X 300 courses may not be used to satisfy requirements for higher degrees.
- In the curricula leading to the degrees of B.A. and B.S., and in postgraduate programs leading to certificates or to recommendations for teachers' credentials, all lower division and "100" series upper division courses with the credit designation "XB," "XL," "XR," "XSF," "XSB," "XD," etc., are accepted for unit and subject credit for all requirements of departments, schools, and colleges, as well as for general University requirements, if the corresponding regular course on the corresponding University campus is normally so accepted. Lower division and "100" series upper division courses with the credit designation of "X" shall be accepted in fulfillment of unit requirements on all campuses.
- The University of California accepts Extension X and XL courses for fulfillment of *unit* requirements, and XL courses for the fulfillment of *subject* requirements. *Grade points* for courses taken in University Extension are *not* counted toward calculation of the GPA in UC degree programs *unless* earned concurrently (XLC) under the supervision of regular faculty teaching in regular sessions, and then only for undergraduate degree programs offered through UCLA's *College of Letters and Science, School of Nursing, School of Arts and Architecture, and School of Engineering and Applied Science.*
- Within UC, conferring credit toward a higher degree for University of California Extension courses – including regular session courses taken concurrently – is subject to the approval and regulations of the campus Graduate Council concerned.

Criteria for X and XL 1 – 199 Courses

Courses designated *XL* 1—199 are considered "equivalent" to courses numbered alike in the UCLA undergraduate curriculum. The learning outcomes for the course are therefore congruent, the course description will be identical, and the texts used are usually the same used by UCLA faculty. Content of lectures will vary from instructor to instructor. (Variance from the regular text requires special consideration and approval from the UCLA academic department where the course originated.) The assessment of student work (using mid-term examinations, papers, research projects, and class participation and presentations, e.g.) will be the same. The only structural difference will be the meeting format of the course. (Extension 4-unit classes typically meet 3 hours per week over twelve weeks *with* breaks: UCLA regular session classes usually meet in 4 50-minute lectures and a discussion per week over ten weeks *without* breaks – both approaches yield 2000 minutes of instruction.)

Courses designated *X* 1—199 are structured akin to courses offered in the UCLA undergraduate curriculum, and yield advanced standing into BA/BS programs upon transfer. The same considerations for rigor – both in material presentation and in the evaluation of student work – is expected. Typically, *X* 1 – 199 instruction arises through UCLA's abandonment of certain courses which UCLA Extension seeks to retain in its program (e.g. *Introductory Vietnamese*); or with courses modeled after undergraduate courses offered at other UC campuses; or with courses for which a more detailed course description but with same or similar learning outcomes is employed by Extension.

UCLA Extension does not offer independent study/tutorials designated as *X* or *XL* 99, 195, 196, 197, 198 or 199. Students seeking enrollment in undergraduate tutorials may do so only on a concurrent basis, and only by specially petitioning the Extension Registrar showing the endorsement of the College, School, or department offering the course, and the agreement of the faculty member proposed to oversee the study.

Criteria for XL 200 Series Courses

Courses designated *XL* 200 – 299 are considered "equivalent" to courses numbered alike in the UCLA graduate curriculum. The course listing will be identical, and any texts used will be identical to those used by UCLA faculty. The assessment of student work (using mid-term examinations, papers, research projects, and class participation and presentations, e.g.) will be the same. To accommodate for the absence of formal admission requirements, enrollment in such courses will be restricted by UCLA Extension to those students holding the pre-requisites for such study, normally in accordance with criteria set by the UCLA department offering the equivalent course in regular session. Graduate level *XL* instruction is unusual, and typically arises from novel joint-programming efforts of UCLA academic departments with Extension following the endorsement of the Graduate Council. Graduate level courses designated *XL* are rare: it is far more common for joint-programming efforts at the graduate

level to encompass concurrent enrollment of Extension students into regular session offerings, yielding credit designations *XLC*.

UCLA Extension does not propose or offer courses designated **X** in the series 200 – 299.

Criteria for X 300 Series Courses

UCLA Extension's courses in the X 300 series are credit bearing continuing education programs for professional educators with teaching credentials and/or teaching experience. They do not replicate any UCLA campus course, undergraduate or professional.

X 300 series courses are designed for clientele most of whom already hold academic degrees—many of them advanced—and are directed toward the dual purpose of providing opportunity for advancement in professional status, and dissemination of results of current research and innovations in educational practice. They are planned to meet the needs of school districts, and to satisfy credential requirements established by the State Legislature and the State Board of Education. They are concerned primarily with *methodology* (as opposed to the content courses offered in the X 400 series for the field of Education).

X 300 series courses are typically designed to achieve one or more of the following objectives:

- the dissemination of information on recent research, and on new theories, media, methods, techniques and evaluation procedures
- the application of theory and research findings for the improvement of practice in school and other educational settings
- the reconsideration in depth of certain aspects of pre-service training which may have more substantive value to the teacher after exposure to experience, combining the theoretical and the practical
- the relating of both theoretical framework and recent research findings in the behavioral sciences to effectiveness in performance of professional educators
- a stimulus for personal and professional growth through participation in development of research and experimental methods and materials

Sequential programs or *certificate programs* may be proposed for curricula employing 300-level instruction. Either form of organized curriculum may also lead to teacher credentialing, and either may define programs eligible for student financial aid. Each X 300 course must earn approval of the Graduate School of Education and Information Studies (GSEIS), assuring conformity to the high level of content required by University standards. If GSEIS does not have a faculty specialist in the content area, the course may be directed to another academic department concerned (such as the Department of Mathematics for a course *Teaching Calculus to Adults*), with final approval resting with the GSEIS.

Criteria for X 400 Series Courses

X 400 series courses are offered through Extension only, and do not replicate any UCLA campus course, whether undergraduate, graduate, or professional. The X 400 series courses are not intended to substitute for courses available through the professional schools, nor are they designed to supplement or supplant the curricula in the professional schools. (However in special instances their credit may be counted toward progress toward a degree on petition to the appropriate school or college.) Rather, the X 400 series courses are designed to provide targeted and often narrowly focused instruction in professional fields, and lead to the award of academic credit which may or may not lead to the formal award of certificates, diplomas and similar academic testimonials other than degrees. With their primary aim that of professional or career development, most X 400 courses are developed at the postgraduate study level, often in advanced, highly specialized areas, where content and/or instructional approach can be characterized as advanced, sophisticated, specialized, experimental, highly technical, or otherwise unusual. They are designed to achieve one or more of the following specific objectives:

- the dissemination of information on recent research, and on new theories, methods, techniques and evaluation procedures
- the application of advanced knowledge, theory, and research and/or developmental findings in the professional field for the improvement of professional practice
- the relating of theoretical framework and recent developments in information technology and/or in the behavioral sciences to effectiveness in professional performance
- ethical professional practice.

They may also involve one of the following objectives:

- the intellectual and cultural development of individuals and the community
- increased public understanding of social and political issues
- the presentation of knowledge in specialized fields to adult citizens who can profit from postgraduate level study

Prerequisites for X 400 series courses are of specialized nature and are often above the level of those for the regular undergraduate class. With few exceptions, students are professional and/or college educated, or possess equivalent background attained through a combination of education and experience. Each X 400 course must earn approval by the appropriate academic department(s) or other academic unit, assuring conformity to the high level required by University standards. In considering the case for an X 400 designation, course title and description will be reviewed in the context of the foregoing criteria with the following checklist in mind: content, level, methodology, prerequisites, audience, and specific professional use.

1. **Content** – Many titles, supported by their course descriptions, identify the specialized nature of program content, thereby justifying the use of the X 400 series. Examples are: *Applied Stochastic Processes*; *Counseling in Alcoholism and Related Disorders*; *Workshop in Art Song and Operatic Role Interpretation*. An introductory course in such highly technical subjects warrants an X 400 number.
2. **Prerequisites** – Examples of prerequisites justifying the X 400 series are: "a BS degree in engineering or equivalent combination of education and experience"; "two years programming experience and data processing managerial responsibility"; "ability to read music"; "current employment in a responsible administrative position."
3. **Methodology** – Non-traditional nature of a course warranting an X 400 designation may be indicated by such terms as: "an interdisciplinary approach"; "professional-level workshop"; "demonstrations by guest artists"; "case studies and supervised counseling in the field"; "analysis of manuscripts by class members"; "a lecture series/credit course"; "a television series/credit course."
4. **Specification of Audience** – Where subject matter alone would not necessarily justify the X 400 series, a specific professional clientele supports its use. Relevant examples are: *Mathematics for Teachers of Junior High School*; *Patent Law for Engineers*; *Workshop in French and German Diction for Singers*; *Accounting for Managers of Small Businesses*. (NOTE: it may be desirable at times, in the course description, to state for whom the course is not intended.)
5. **Specific Professional Use** – It may be advisable to state in the course description the specific professional use for which it is designed, e.g.: "designed to prepare professionals and those working toward professional status for auditions in the field of musical theater"; "techniques for interfacing and disciplining human resources to the requirements of system development and implementation in a computer environment"; "visual arts, music, puppetry, improvised dance, role playing and the psychodrama as tools for developing spontaneous and directed human response"; "designed to familiarize those in medical, ancillary, or related fields with the origin, spelling, pronunciation, meaning and current usage of physiological, pathological and anatomical terms".

Criteria for 700 Series Non-Credit Courses

UCLA Extension's 700 Series non-credit programs are offered for their intrinsic values and must be able to stand alone without reference to a degree or certificate curriculum. The non-credit course should be judged primarily on whether it meets specific criteria established for these programs. The non-credit courses are directed toward the achievement of one of the following objectives:

- the intellectual and cultural development of individuals and the community
- increased public understanding of social and political issues

- making specialized fields of knowledge accessible to the general lay public
- bringing the talent, research, and resources of the University to bear in the effort toward solution of community problems
- providing a showcase and demonstration opportunity for the talent and intellectual resources of industries unique to the Los Angeles region; and for the faculties of UCLA
- preparing students for standardized tests leading to application and admission to undergraduate and graduate/professional degree programs

While Extension non-credit programs in the 700 series tend to be flexible and experimental in content and/or format, they must sustain and wherever possible enhance the position of the University in the community. *Excluded by this criterion are subjects (except as topics of historical or sociological analysis) which are regarded by the overwhelming body of scientific and scholarly thought as fads or pseudosciences (e.g., astrology).* Programs in fields which are neither fully established nor overwhelmingly rejected by scholars should be presented in a way which makes clear the tentative nature of knowledge in the field.

Exceptions to the rule that the subject matter be of an appropriately academic nature may be made with respect to extracurricular activities analogous to those offered in regular sessions by UCLA student organizations. Since Extension students are not conveniently situated to arrange activities of this kind it is appropriate for Extension to perform this essentially student service function in such fields as physical exercise, recreation, recreational culinary arts, and personal investment. However, such programs are acceptable only if they satisfy the following requirements:

- they are clearly presented as non-academic, extracurricular activities, and not confused in the public mind with Extension's academic programs
- they provide a useful community service, such as good health or the creative use of leisure time
- they are in good taste and of high quality
- they constitute no more than a small proportion of Extension's total offerings
- they cover their full costs (and, in most cases, have generated and are expected to generate financial surpluses needed to underwrite Extension's academic programs).

Since courses in the 700 series offer no credit, and since students do not perform work that is subject to evaluation, no record of enrollment in these courses will appear on students' transcripts.

Criteria for 800 Series Non-Credit/CEU Courses

UCLA Extension's 800 Series non-credit programs are offered to provide special instruction for those professions that encourage or mandate their membership to enroll in advanced continuing study, or to engage in continuing education

activities as a requirement for licensing or re-licensure, and where the standards, content, and methodology of instruction is largely driven by national professional associations, or agencies of the State of California. Attendance at and successful participation in these programs leads to the award of the Continuing Education Unit (CEU). The 800 series non-credit/CEU courses are directed toward the achievement of either of the following objectives:

- professional development, typically in advanced, specialized areas.
- ethical professional practice

Additionally, the 800 series courses may be designed to meet one or both of the following criteria:

- making specialized fields of knowledge accessible to the general lay public
- bringing the talent, research, and resources of the University to bear in the effort toward solution of community problems

Student work is not evaluated, and grades are not awarded in 800-series courses. The award of CEU, however, is recorded on Extension students' transcripts.

Criteria for 900 Series Non-Credit Courses

UCLA Extension's 900 Series non-credit programs are offered to provide a supportive learning environment for students who have not yet studied at the University level in the United States and who seek to develop skills prior to such enrollment, and to provide instruction to university undergraduates who seek quality instruction and skill development in certain fundamental areas. The 900 series non-credit courses are directed toward the achievement of one or more of the following objectives:

- English language skill development for non-native English speakers.
- English composition skill development for both native and non-native English speakers
- Skill development in basic mathematics such as algebra and geometry; high school level physical and life sciences; high school level social sciences, including United States Government and Institutions; and other disciplines common to California's secondary school curriculum.

Since student work is evaluated in these courses and grades are assigned, 900 series courses will be recorded on Extension students' transcripts, although no University credit units will be assigned.

References and Listing

This policy will be publically listed. Questions and comments are welcomed by the *Office of the Dean, Continuing Education and UCLA Extension*, (310) 825-2362; DeansOffice@uclaextension.edu.