

Credit, Grading and the Continuing Education Unit AA121

Last Reviewed: August 2017

Intent

UCLA Extension's standards and policies regarding the award of academic credit and the assignment of grades adhere to those defined in UC Academic Senate regulations including those of the Los Angeles Division of the Senate. They also adhere to standards regarding the award of the Continuing Education Unit ("CEU") defined by the *International Association for Continuing Education and Training* ("IACET"). This policy lists the relevant specific provisions of those authorities, and identifies special provisions granted for the proper academic administration of Extension's programs by Senate committees of the Los Angeles Division.

Definitions

- **"Quarters"** The academic year for UCLA Extension is divided into four quarter-term sessions. Similar to UCLA's standard quarter term format, which organizes courses into 10 weeks of instruction followed by a finals week, UCLA Extension follows the same with a standard 4-unit course meeting over 11 weeks with final exam time incorporated. (Cf. Policy AA101 Academic Calendar.) UCLA Extension also delivers courses or programs in other formats of varying duration.
- **"Academic Credit"** The measurement of successful participation in university level courses is academic credit as expressed in *units*, the accumulation of which leads to the award of academic testimonials such as degrees, diplomas, and certificates at this and other institutions of higher education.
- **"Unit Valuation"** The guiding policy for determining unit valuation is set forth in UC Senate Regulations. Academic Senate Regulation [S.R. 760] provides that "credit be reckoned at the rate of one unit per three hours of work per week, per term, or the equivalent" and the Los Angeles Division's guide further defines this standard in terms of *total* hours of work required of the student both in and out of class, per week, in a standard 10 week quarter-term (plus an 11th week for finals). Hence, 1 unit is equivalent to approximately 30 hours of total work in a quarter, comprised of contact time, instruction, lecture, facilitation, study and homework. Thus a typical 4-unit course will consist of 120 total hours of work (12 hours per week for 10 weeks).

Additionally, due to UCLA Extension's wide variation in delivery formats, the Academic Senate approved that unit valuation for Extension courses may be calculated solely on contact time if the requisite out-of-class work would be completed. Thus a typical 4-unit class, for an 11

week quarter-term (with finals week incorporated), meeting 3 hours per week presents approximately 33 hours of contact/instruction time, a rate of one quarter-term unit for each 8.25 hours. Either standard of calculation, by total time to be expended or by contact/instruction time, may be applied in determining unit valuation for UCLA Extension courses.

Unit valuation for online courses will be based on congruency of learning outcome if the same course is also delivered in a traditional format; and it will be based on an estimate of total student-hours expended per S.R. 760 for those online courses that have no traditional format counterpart.

- **"Grades"** represent the assessment of a student's mastery of the material presented in any credit bearing course, as determined by the instructor in charge of the course. Credit is conferred and units "earned" only when a passing grade has been awarded by the instructor. UCLA Extension employs UCLA's undergraduate grading scale for undergraduate level instruction [+/-,A, B, C, D, F, P, NP]; and employs UCLA's graduate grading scale for its graduate and professional level instruction [+/-A, B, C, F, S, U].
- **"Grade-Points"** are values related to the letter-grade assigned to a course. Grade points are used to calculate the overall Grade-Point Average (GPA) of course work completed in a program of study leading to degrees, certificates, and other academic testimonials. The grades of A+ and A are weighted with 4.0 grade points, A- = 3.7; B+ = 3.3, B = 3.0, B- = 2.7; C+ = 2.3, C = 2.0, C- = 1.7; etc. "Plus" grades carry three-tenths grade-point more per unit, with the exception of the A+, and "minus" grades carry three-tenths grade-point less per unit than un-suffixed grades. GPA is calculated by summing the grade points earned within a curriculum, and dividing by the units attempted. The UCLA Extension transcript does not display GPA because a lifelong learning transcript will contain course work that is both within and without a particular curriculum. GPA is calculated and displayed on audit screens presented to certificate students, and to certificate advisors.
- **Continuing Education Units (CEUs)** represent a measure of contact time in post-graduate professional level courses offered in the 800 series, and are accepted by state agencies and professional societies to fulfill licensure requirements with a finding of satisfactory participation. Some courses in the 300 and 400 series may offer CEUs as well as academic units, in which case a student may select either. One CEU is awarded for each 10 contact hours of satisfactory participation in such organized non-credit continuing education programs.

Special Cases regarding Unit Valuation

The following special cases describe variants to the typical unit valuation practice defined above:

- **XL Courses.** Some classes at UCLA are valued with 5 or more units due to an extraordinary load of work done outside of class. Since courses approved to bear the *XL* designation obliges Extension to present congruent learning outcomes and course administration, Extension will award the same number of units for such courses. Academic program departments will work with the Program Services/Dean's office to ensure relevant systems for curriculum management and student information are accurate for such courses.
- **Unit Revaluation in the 300/400 Series.** In much the same way that UCLA has revalued the units in many of its courses, Continuing Educators (CEs) may propose upward unit revaluation based on extraordinarily heavy loads of out-of-class work that have become disproportionately great with respect to scheduled contact/instruction time. Similarly, CEs may determine that students' out-of-class workloads have diminished since the class was originally proposed and approved. Proposals to revalue the units attributed to courses in the 300 or 400 series must be endorsed by the program department director and submitted for re-approval to the appropriate UCLA academic department. Courses whose units are revalued through this process do not receive new course numbers.

Credit Options at the Time of Enrollment

A variety of credit, grading and recording options are available to students at the time of enrollment in UCLA Extension courses:

For Credit – Letter Grade: The student's work will be evaluated by the instructor using letter grades, and the grade and the academic credit (measured in units attempted) will appear on the student's transcript. Units appearing on the student's transcript will be considered earned, if the grade achieved is D- (0.5) or higher. This option is not available for non-credit bearing courses numbered in the 700 or 800 series. Students enrolled in 900 series courses may request that grades be assigned, although such courses do not bear university-level academic credit. Neither units nor grade points are conferred in the transcripts of students taking course work in the 900 series.

For Credit – Passed/Not Passed: The student's work performed in undergraduate course series (that is, those numbered in the series 1 – 199), will be evaluated and either a passing ("P") or non-passing ("NP") grade will appear on the transcript along with the credit units attempted. Units will be considered "earned" with a passing grade. Instructors will be advised to record the passing grade if the work would otherwise have been assessed as a "C" or higher.

For Credit – Satisfactory/Unsatisfactory: The student's work performed in graduate and professional level courses, numbered in the 200, 300, 400, 500 or 600 series, bearing academic credit will be evaluated and either a satisfactory ("S") or unsatisfactory ("U") grade will appear on the transcript along with the credit units attempted. Units will be considered "earned" with a satisfactory grade. Instructors will be advised to record the satisfactory grade if the work would have otherwise been assessed as a "B" or higher.

Limits and Special Considerations regarding Earned Credit: Students seeking to transfer credit earned on a passed/not passed or satisfactory/unsatisfactory basis will be advised that such credit is *not* acceptable at the University of California for the following purposes:

1. to make up a deficiency, such as grade-point average;
2. to evidence ability to study at the university level;
3. to correct probationary or dismissal status;
4. to substitute a course previously taken in which a grade of D or F was received; or,
5. to fulfill prerequisite requirements, except as specifically authorized.

Not for Credit. While the University of California does not allow the "auditing" of courses, i.e. sitting in on a course without formal enrollment, UCLA Extension offers the option of enrolling *Not for Credit* for students interested in exposure to the material in credit-bearing classes, but who elect not to have their work evaluated or assessed. In this case, students enrolled in the *not-for-credit* option are not required to take exams or complete projects, although they may do so for the inherent benefits gained from such efforts. Once the *not-for-credit* option has been selected, no grade will be recorded in the student's transcript, whether or not the student voluntarily took exams or completed projects. This option is not available for students enrolling concurrently in regular session UCLA classes. Instructors are asked to forward names and contact information for students who do not appear on the roster, so as to notify the Registrar's Office of students requiring registration and enrollment.

Continuing Education Unit (CEU). All courses numbered in the 800 series bear CEUs and are recorded on the student's transcript. An instructor's notification of unsuccessful or non-participation to the Registrar will result in a notation of withdrawal in the student's record. Students enrolling in 800 series courses will have the option of enrolling on a "Do Not Record" basis. For 400-level courses that offer CEUs, students who prefer to have their participation measured as such for licensure and certification purposes may elect for CEUs at the time of enrollment. 400-level course work completed for CEUs may not be counted toward completion of certificates.

Do Not Record. This option is available to students enrolling in all courses offered through UCLA Extension *except* concurrent enrollment in regular session UCLA classes. This status is akin to the "not for credit" status, as it does not require the student to take exams or submit projects, even though they may elect to do so. Unlike the "not-for-credit" status, "do-not-record" allows the student to engage in instruction with a self-selected option that his/her official transcript will not show the enrollment. (This option is designed to support the intellectual freedom and privacy of students who do not wish to share records of enrollment with third-parties such as employers who might require a review of transcripts as a condition for reimbursement for the tuition of unrelated classes.)

Changes in Credit Status and Withdrawals

Students may petition the Registrar's office for changes to credit status, or to withdraw from classes, prior to the administration of the final, be it an examination, paper or project. A change in credit status to one requiring assessment of student work will be permitted only with the endorsement of the instructor-in-charge. A change in credit status or withdrawal may not be approved for a student who has sat for a final examination or submitted the final paper or project.

Grading Standards

- **Standards.** The work of all students who have enrolled for credit shall be reported as follows:
 1. passing: A (excellent), B (good), C (fair), D (barely passing)
 2. not passing: F (failure)
 3. undetermined/interim grades: I (Incomplete), DR (Deferred Report)

The letter grades A, B, C, and D may be modified by the suffixes "+" and "-".

All grades are due two weeks after the course end date and must be submitted using Extension's web-based system for curriculum and student management which requires Extension instructors to have independent access to the internet. Instructors' input of grades will reconcile to their understanding of students' preferred *credit status*. For example, a student expecting a grade on the basis of *Pass/Not Pass* may not receive a letter grade. Course/Instructor evaluations are available to instructors after all grades are complete and finalized.

- **Incompletes.** The interim grade *Incomplete* may be assigned when a student's work is of passing quality, but a portion of the course requirement remains incomplete for good cause (e.g. student's illness). It is the student's responsibility to petition the instructor for receipt of an *I* grade as opposed to a non-passing grade, and the obligation of the instructor to decide if the

student's cause has merit. If granted, the student is entitled to have the *I* grade replaced by a passing grade and to receive unit credit provided the student satisfactorily completes the remaining coursework in a time frame determined by the instructor in charge, but in no case later than the end of the ensuing academic quarter. At that time, the Registrar will cause all remaining Incompletes to lapse to the grade *F*, *NP*, or *U*, as appropriate. Receiving an *I* grade allows the student to complete only work that is outstanding and does not allow completed work to be retaken. An *I* grade is not an option for non-credit bearing courses such as 700, 800, or 900 level courses.

- **Deferred Reports.** Instructors alleging that a student has engaged in academic misconduct such as cheating, multiple submission, or plagiarism will assign the interim grade of *DR* provided the disposition of the charge has not already been determined by the Director of Student & Alumni Services before the end of the quarter. (cf. Extension Policy SA501 [Student Conduct and Administrative Intervention](#).) Consistent with regulation A306C of the Los Angeles division of the Senate, upon a finding of academic misconduct no credit shall be extended for any portion of a student's work found to be tainted, but neither shall the student be punished with a grade that is harsher than such a parsed approach would demand. Instructors will be advised of this grading principle, and asked to review the course syllabus to weight the grade appropriately before reporting a final grade in a disciplinary case.
- **The Grades F, U and NP.** Consistent with UCLA grading practice, instructors are required to explain the posting of a failing final grade in all cases, and in one of the following three ways: *Work Attempted/Failed*; *Did not take Final*; or *Stopped/Never Attended*. Students with grades of F, U and NP explained either with a notation of *Did not take Final* or *Stopped/Never Attended* will display as *FF* or *FN* on enrollment histories and certificate progress audits, and will not appear on transcripts.
- **Online, Hybrid and Web-Enhanced Courses.** The same grading policies and rules herein apply to courses that are taught completely or in part vis-a-vis an instructional site/learning management system (LMS). Additionally, the following business rules will be expressed:
 1. Students' access to the LMS will continue for up to 30 days after the date of the last class. The first two weeks of this time will be full access, after which access will become *read-only* for the remaining portion of the 30 day period.
 2. Instructors assigning the grade of *I* will follow the same stipulations as stated above for *I* grades and the student will continue to have access to the LMS to complete the course up to the end of the ensuing academic quarter.

Petitions for Change of Grade and Administrative Grades

All grades except *I* and *DR* are final when filed by instructors. No change of grade may be requested by anyone other than the instructor once final grades are submitted, and then, only to correct clerical errors. No term grade except *Incomplete* may be revised by re-examination. The correction of a clerical or procedural error may be authorized only by the *instructor of record* and must be communicated in writing to the program department and the Registrar's Office.

Grades may be vacated or student work evaluated by another instructor who is academically approved to conduct the course if the CE determines that a grade was corrupted due to the original instructor's failure to perform or due to his/her inability to fairly post grades; and by the Student Rights & Responsibilities Officer if the instructor has been found to have engaged in sexual harassment thus corrupting one or more grades.

Under the unusual circumstances when an instructor is unable, due to serious illness, injury or death, to complete students' grades, student work may be evaluated by another instructor academically approved to conduct the course. If another instructor is unable to conduct the course, the CE will investigate the circumstance and determine what documentation exists regarding student work and grading status. If student work cannot be fairly assessed, the Associate Dean of Academic Affairs may authorize the posting of *administrative grades* which will be "P" or "S" for students who enrolled for credit Pass/Not Pass, and letter grades equivalent to each student's earned GPA or the grade of "B," whichever is higher, for students enrolled for credit Letter Grade.

Instructors have discretion to change *Incompletes* that have lapsed to *F*, *NP* or *U* to final grades for those students whose unusual life circumstance, such as extended illness, caused more than one quarter of time to elapse after initial posting of the *I* grade.

The grading system will require grades of *F* to be appended by instructors with an explanatory remark *Earned F*, *Stopped Attending*, or *Did not take Final*. Requests to have records with the grade of *F* expunged through retroactive withdrawal will routinely be honored in cases where the *F* was not earned.

Repeat of Courses and Continued Progress

The Los Angeles Division regulation A-314 allows students to repeat, for credit, a course in which they receive a grade of *C-*, *D+*, *D*, *D-*, *F*, *NP*, or *U* and such courses may not be repeated for credit on a passed/not passed or satisfactory/unsatisfactory basis. This regulation permits students the opportunity to retake a course for a higher grade and potentially increase their overall GPA.

Students in UCLA Extension courses, however, may repeat courses indefinitely, but are only required to do so in the following circumstances: 1) they fail to pass

a course required in a certificate or specialization curriculum, thereby not earning the units to maintain progress toward program completion; 2) a required course in a certificate or specialization program necessitates a minimum letter grade and the student does not achieve that grade; or 3) the student must retake a course, or multiple courses, in an effort to achieve the minimum GPA required for program completion.

Regardless of the number of times a course is repeated, for courses that are either required or serve as an elective for a certificate or specialization program, only one instance of earned credit will be allowed to fulfill requirements of the curriculum, and only if fulfilled within the defined shelf-life of the course. Exceptions may be granted by CEs, or delegated staff, to count a course more than once in cases of internship courses or variable topics courses in which multiple sections of the same course have distinctly different learning outcomes and may be counted toward elective unit credit. In this case, CEs, or delegated staff, shall clarify these distinctions to the Certificate and Audit Coordinator in the Student & Alumni Services Department.

If a certificate student fails a required course twice, CEs and certificate advisors have the following options in assessing continued progress: 1) determine that a student's performance disqualifies him/her from being a certificate candidate; 2) allow for further repetition of the required course, or 3) develop an alternate plan of course substitutions for the student to complete the program.

In assessing continuing progress with respect to financial aid or the status of international students on F1 visas, earned credit for any course may not be counted more than once.

Scholarship Standards and Prerequisite Qualifications for Enrollment

Enrollment in Extension's courses numbered 1 – 99 require high school graduation with *B* average, or one year of college, or consent of instructor based on special attainments (e.g. a superior high school record, special competence in a particular subject matter area, or other recognized criteria). Enrollment in Extension's courses numbered 100 – 199 require two years of college or consent of instructor based on special attainments. In special circumstances, CEs may review, on a case-by-case basis, enrollment exceptions for courses 1 – 199.

Students enrolling in undergraduate XLC concurrent courses will be expected to establish and maintain a minimum overall grade-point average of 2.0 in all such course work. The Registrar will notify students, whose grade-point average in such course work falls below 2.0, that they are on academic probation, and that during the period of probation the privilege of enrollment in UCLA regular session courses is suspended. Students who have been placed on such limited academic probation may restore their eligibility to enroll in UCLA regular session courses by raising their overall grade-point average to 2.0 through enrollment in X and XL undergraduate degree credit instruction offered through Extension.

Definitions of Full Time Study and Unit Limits

The University of California defines a full-time course of study as minimally 12 quarter units of study at the undergraduate level, and 8 at the graduate level. This standard also applies for eligibility in relation to financial aid, scholarships, or international students' visa requirements. Thus, under federal regulations relating both to Title IV financial aid programs and the International Students Office's (ISO) admission of students from abroad, UCLA Extension certificates are administered as *undergraduate* programs. In census reporting and student compliance for undergraduate programs, this measure is employed for full-time study and half time study is reported as 6 units per quarter for undergraduate level and 4 units per quarter for graduate level.

Those resident within graduate/professional degree programs ordinarily enroll in no more than 8 credit units of instruction per quarter, and undergraduates ordinarily enroll in no more than 16 credit units of instruction per quarter. In continuing education, working adults are deemed to be making "normal progress" toward the completion of a certificate by completing 18 units per academic year, having enrolled in three out of four quarter terms, which is approximately a half time pace.

Although a more rigorous study list may be approved by the Dean of the college or school in which the student is resident on petition, the higher limits are imposed in order to ensure that students pursue a course of study in a time frame in which the material presented can reasonably be mastered. Thus, to ensure that students pursue a similarly coherent course of study, UCLA Extension limits enrollment in a combination of credit, non-credit, and CEU instruction to no more than 40 hours/week, and no more than the contact/instruction time represented by 20 credit units per quarter. Students seeking enrollment in more rigorous courses of study through Extension may petition the UCLA Extension Registrar.

References and Listing

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

See also:

- Assembly of the Academic Senate, Academic Council, University of California. [Chapter 3 Requirements for Higher Degrees. Article 1, General Provisions, Regulations as to Residence and Length of Study, 702](#) in *Manual of the Academic Senate University of California*. Regulations of the Academic Senate. Part III Colleges, Schools, and Graduate Divisions. Title II Curricula. Updated, January 12, 1996.

- Assembly of the Academic Senate, Academic Council, University of California. [Chapter 4 Credit in Courses. Article 1, General Provisions, 760, 761](#) in *Manual of the Academic Senate University of California*. Regulations of the Academic Senate. Part III Colleges, Schools, and Graduate Divisions. Title III Courses. Updated, January 12, 1996.
- Assembly of the Academic Senate, Academic Council, University of California. [Chapter 4 Credit in Courses. Article 3, Grades, 778, 780, 782, 784](#) in *Manual of the Academic Senate University of California*. Regulations of the Academic Senate. Part III Colleges, Schools, and Graduate Divisions. Title III Courses. Updated, January 12, 1996.
- Assembly of the Academic Senate, Academic Council, University of California. [Title I Undergraduate Regulations, 900](#) in *Manual of the Academic Senate University of California*. Regulations of the Academic Senate. Part IV Scholarship Regulations. Updated, January 12, 1996.
- International Association for Continuing Education and Training. *The Continuing Education Unit Criteria and Guidelines*. Fourth Edition. Washington, D.C., 1991.