

# The Approval of UCLA Extension Courses

## AA123

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Last Reviewed: December 2013

### Intent

UCLA Extension offers to the public approximately 4,500 courses and programs each year. Of these, a significant number will be newly developed and conducted for the first time.

This policy restates the source documents and authorities regarding the approval of new courses offering academic credit. It is for the benefit of Extension's academic staff engaged in their development, and provides guidelines and defines procedures which will ensure compliance with Senate regulation and University policy.

### Compliance

***No UCLA Extension course bearing academic credit, which has not been approved, may be promoted or publicly announced. All courses, once approved, remain approved indefinitely.***

- To ensure the vibrancy and continuing diversity of the program, the Dean of Continuing Education and Extension (hereafter "the Dean") delegates to the Continuing Educators (CEs) responsibility for creating and proposing new courses at a number of levels of instruction. (Cf. UCLA Extension policy [AA120 Classification of Courses, and Course Series Standards](#).)
- The Manager of Program Services in the Dean's Office is responsible for maintaining records regarding the approval status of Extension's courses, and providing program department personnel with real-time reports displaying the status of courses which have been proposed, but whose approval has not yet been received. The Program Services manager is also responsible for providing training programs and manuals to acquaint new and continuing staff with the provisions of this policy and its attendant procedures.
- The *Administrative Calendar* notes the *Marketing/Approval Deadline* for each quarter. Any new course that has not been approved by or before that deadline will be automatically excluded from the print catalog and delisted from the institutional website. A new course whose approval is obtained after that deadline can be listed on the website, but it cannot be inserted into the production cycle for the print catalog for the upcoming quarter.

## Regulatory Environment

The following Senate regulations, Senate legislative rulings, and Standing Orders of the Regents define the perimeters of UCLA Extension's policy and procedure regarding the approval of courses.

- **UC Academic Senate Regulation 792 (A) and (B)**

University of California Extension courses yielding credit toward an academic degree or a professional credential or certificate shall be approved according to the following procedures:

- A. All lower division, "100" series upper division, and "200" series graduate courses bearing the prefixes "X," "XB," "XD," "XL," "XR," "XSB," "XSF," etc. [see SR 790] shall be approved by the Dean of University Extension (or his authorized representative) and the department concerned, and then submitted for approval to the Committee on Courses of Instruction (or other committee having jurisdiction over the corresponding regular courses) in the Division of the Academic Senate on the campus where the courses received departmental approval. Complete approval must be received before any public announcement of such courses is made.
- B. "X300" and "X400" series courses shall be approved by the Dean of University Extension (or his authorized representative) and by the department and school (or college) concerned, in accordance with general policies established by the Committee on Courses of Instruction of the Division of the Academic Senate on the campus where the courses received departmental approval. Complete approval must be received before any public announcement of such course is made. [See SR 790] [See LR 10.65]

- **Legislative Ruling 10.65 of the Senate Committee on Rules and Jurisdiction**

Regulation 792(B) empower[s] each Divisional Committee on Courses (or its equivalent) to determine what endorsements by Senate agencies (including reviews by Divisional committees) must be obtained by University Extension before a suggested X300-X400 course may be presented with a proposed instructor in charge.

Approvals by the Dean of University Extension and the department, college, or school concerned are necessary, but they are sufficient only to the extent that the Committee on Courses determines.

- **Legislative Ruling 4.84 of the Senate Committee on Rules and Jurisdiction**

The authority of the Academic Senate over courses and curricula, derived from Regental Standing Order 105.2, entails, *inter alia*, the authority to

discontinue academic programs. No delegation of this authority other than to agencies of the Academic Senate is authorized by Regental Standing Orders.

- **Standing Orders of the Regents 105.2 (b)**

The Academic Senate shall authorize and supervise all courses and curricula offered under the sole or joint jurisdiction of the departments, colleges, schools, graduate divisions, or other University academic agencies approved by the Board, except that the Senate shall have no authority over... non-degree courses in the University Extension...

## Los Angeles Senate Division Delegations and Oversight

The Undergraduate Council of the Los Angeles Division has oversight responsibility for credit-bearing courses in the series numbered 1 – 199. The Graduate Council of the Los Angeles Division has direct approval authority for credit bearing courses prefixed with an "X" or "XL" in the series numbered 200 – 299. Under Senate Regulation 792 (A), these final oversight, review, and approval authorities are in addition to endorsements that are required by Schools, academic departments and/or faculty executive committees.

The Committee on Continuing and Community Education (“CCCE”) of the Los Angeles Division consults and advises on credit-bearing courses prefixed with an "X" in the series numbered 300 – 399 and 400 – 499. On March 24, 1969, the predecessor to CCCE delegated its immediate approval authority under Senate Regulation 800(a) to UCLA’s College, Schools, and academic departments for these professional level series.

## Non-Credit Courses

By Standing Order of the Regents 105.2 (B), the Academic Senate enjoys no direct approval authority over non-credit courses offered through UCLA Extension. However, the principles of shared governance of the University of California vest an indirect interest with the Senate regarding Extension’s non-credit offerings. To enable Senate input and challenges regarding courses in the non-credit course series numbered 700 – 799, 800 – 899, and 900 – 999, Extension departments will provide UCLA academic departments with an Advisory Notice regarding new offerings prior to the public announcement of such courses.

## The Course Proposal

Proposals for new courses will include the following elements:

- a course description
- as needed, explanations regarding the appropriateness of the course level.

For example, courses offered X 1 – 199, and XL 200 – 299, require special documentation explaining why congruence in the learning outcomes are not required in the first instance, and how and why Extension proposes to offer instruction regarding research methodology in the second instance.

- a course outline, ordinarily prepared by the instructor of first instance for the new course, or by the course author if other than a proposed instructor. The outline will identify texts to be used in the course, if any; a list of the topics to be covered in each course meeting, a statement regarding the techniques to be used in the evaluation of student work, (exams, papers, presentations, e.g.); notation regarding program meeting format and the number of hours outside of class to which students will typically be expected to commit; and the number of contact hours of instruction, and the value of academic credit the contact hours represent.

### Exam Proctoring: Distance Learning Format

The approval of courses and the approval of instructors to teach courses in the series 1-199 is predicated on a general test for congruence in learning outcome with the course it mirrors in the UCLA curriculum. Whereas the methodology for assessing students' mastery of material is also expected to be the same and is frequently by exam, and whereas a properly secured testing environment is necessary to prevent various forms of academic misconduct, UCLA Extension requires all exams in courses numbered 1-199, including those presented in the distance learning format, to be proctored.

### Unit Valuation

Academic Senate Regulation 760 defines how unit values are determined: “The value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or the equivalent.” This time formula considers work performed by the student both in class and at study. The intent of the Senate is to measure a course by the total effort an average student must make to cover a fixed amount of material. For the typical UC undergraduate level 4-unit course in a quarter-based term, 33 1/3 hours (2000 minutes) of instruction are conducted, and the average student will expend an additional 87 hours in study. Underlying this time formula is an emphasis on the quantity of material presented and to be mastered.

For traditional format classes, UCLA Extension is welcome to employ the above standard, but is also approved to use an equivalent formula, approved by our Senate committee in November 1965, based exclusively on contact time: *for every unit of credit, there will be 8.33 hours of contact time.* For independent study, online courses, and hybrid courses (which mix online presentation with classroom contact), CEs will respect Senate objectives by proposing unit valuation on an overall assessment of the learning objectives, the material to be mastered, and the total time an average student will likely expend in study.

- The proposed unit valuation of a course is based on an overall assessment of the learning objective, and not exclusively on formulae for contact time in the classroom. *Once approved, unit valuations represent a fixed characteristic of the course based on the overall learning objective.* Any and all subsequent sections of the course will therefore bear the same unit value without respect to variations in classroom contact time, or the format of delivery. The totality of content to be learned shall remain constant.
- UCLA Extension supports and reports unit values on classes to the nearest tenth of a unit.
- No more than 2 quarter units can be earned in a single week by any student, however intensive the program format may be as defined by contact time.
- Courses that are planned as constituent requirements of certificate curricula will, to the extent possible, be planned in whole unit values.

## The Review

Proposals for new professional and undergraduate level courses, and Advisory Notices for new non-credit offerings, will be forwarded to UCLA's academic departments for approval or review as soon as the courses are known.

Proposals for new offerings of graduate level XL courses will be forwarded to UCLA's academic departments for consideration no fewer than 16 weeks prior to the beginning of the quarter of instruction, and then to the Graduate Council for consideration no fewer than 12 weeks prior to the beginning of the quarter.

## References

- Assembly of the Academic Senate, Academic Council, University of California. Chapter 4 Credit Courses, Article 1 General Provisions, [760](#) of Regulations of the Academic Senate, Part III Colleges, Schools, and Graduate Divisions, Title III Courses, in *The Manual of the Academic Senate of the University of California*.
- Assembly of the Academic Senate, Academic Council, University of California. Chapter 5 University Extension Credit Courses, Article 1 Approval of Courses, [790, 792](#) of Regulations of the Academic Senate, Part III Colleges, Schools, and Graduate Divisions, Title III Courses, in *The Manual of the Academic Senate of the University of California*.
- Assembly of the Academic Senate, Academic Council, University of California. [Appendix II: Legislative Rulings Issued by the University Committee on Rules and Jurisdiction](#), in *The Manual of the Academic Senate of the University of California*.