

The Administration of Concurrent Courses

AA103

Last Reviewed: September 2020

Intent

As a tax-supported public trust, the University of California provides enrollment opportunities for the general public – redefined as Extension students – to experience regular session instruction, provided classroom space is available and the prospective student is academically prepared for the instruction. UCLA Extension is tasked with providing the apparatus for enrollment management, for extramural record-keeping and for ancillary services to support this student population.

Concurrent is defined in *Senate Regulation 800* as a type of *course* in which there is a mix of matriculants and Extension students. In all cases, the concurrent course exists as an offering of UCLA's regular session. *Concurrent course*, *concurrent student* and *concurrent enrollment* have become terms used somewhat interchangeably, however all refer to the service involving the enrollment of non-matriculated Extension students into regular session UCLA courses. Since it is an open enrollment institution in its own right, there is no concurrent enrollment in UCLA Summer Sessions.

The purpose of this policy is to provide definition to the process and service environment.

Concurrent Courses – *Two Types*

Concurrent coursework will be recorded on UCLA Extension transcripts with the UCLA course number prefixed *XLC* demonstrating Extension (X) as the agency of record and enrollment, the Los Angeles division of the Senate (L) as the agency of academic approval, and concurrency (C) to show the course was conducted under the direct supervision of regular faculty. The Extension Registrar will ensure that the academic discipline, title, course number and credit-unit value will be faithfully represented on Extension students' records.

Concurrent by Petition. Interested prospective students obtain petition forms at Extension which will prompt the approving authority, usually the faculty-member teaching the UCLA class, to certify that there is space in the class and that he/she has determined that the petitioning student is academically qualified. To effectively reserve all available space to matriculants and unless space is obvious, faculty are cautioned to withhold their approval until study lists for regular session students are fixed – generally on the Friday of the third week of instruction. UCLA departments may require alternate or additional approval authorities for concurrent petitioners.

To inform faculty and to enable electronically mediated classroom resources, the identity of concurrent petitioners will, at the time of petition, be captured in the UCLA Registrar's *Student Records Database* (SRDB) and displayed in UCLA's *Gradebook*. If approval is not obtained, the petitioners will be dropped at the beginning of the fourth week. Upon approval and with payment, the record will display as an active, approved student in the class. UCLA faculty will employ UCLA's *Gradebook* to capture and report the grades of Extension's concurrent students.

Concurrent by Agreement. Extension Program Departments may agree with their counterparts at UCLA, upon the endorsement of the Undergraduate or Graduate Councils, to jointly offer a course thus intentionally attracting a classroom mix of matriculants with practicing professionals. Extension students will enroll in these courses as they normally would since such courses are listed both at Extension and through the UCLA Registrar's *Schedule of Classes*. The revenue attributable to this type of concurrent enrollment will be shared between the Extension program department and the campus department per terms of an agreement between the two that is subject to the review and endorsement of the Dean.

Scholarship Standards and Academic Advising

Prospective students will be advised of minimum academic requirements for undergraduate instruction. For lower-division instruction (1-99), students must be high school graduates with a "B" average or one year of college, or consent of instructor based on special attainments (e.g., special competence or achievement in a particular subject matter area). For the upper division (100-199), 2 years of college or consent of instructor based on special attainments is required. Extension students will not be permitted to petition for concurrent enrollment in a course featuring enforced prerequisites without a demonstration by the student that the prerequisites have been met.

In addition to other presentations the faculty or academic department may require, students petitioning for graduate-level concurrent enrollment will present evidence of an earned baccalaureate degree from an accredited institution. Concurrent enrollment is not permitted in 300-series courses in teaching methodology offered through the *Graduate School of Education and Information Science*. Other schools may restrict or prohibit public access through concurrent enrollment, or, as noted above, require alternate or additional approval authorities for concurrent petitioners.

Students petitioning concurrent enrollment in doctoral-level instruction (500-series) must be candidates for the PhD degree at another institution. In addition to the instructor's and UCLA department chair's approval, the student must obtain the approval of the student's doctoral committee chair where the degree stands to be earned, and the Dean of the UCLA Graduate Division or their delegate. Student-petitioners will be assisted by personnel in Extension's Dean's Office.

Students are expected to establish and maintain a minimum overall grade point average (GPA) of 2.0 in all concurrent course work. The Extension Registrar will suspend the concurrent enrollment privilege from students whose GPA in concurrent course work falls below 2.0. Students may restore their eligibility for concurrent enrollment by raising their overall GPA to 2.0 through enrollment in X and XL undergraduate degree credit instruction offered through Extension.

Auditing Prohibited

UCLA does not provide for the auditing of courses by the general public. All persons seeking attendance in UCLA classes must enroll; and the public at large enrolls through Extension's Department of Student & Alumni Services.

Fees and Revenue Share

Fees to be charged students for undergraduate and graduate level concurrent enrollment will be reviewed and fixed annually by the Dean on the recommendation of the Associate Dean of Administration and the Director of Budget & Financial Services. Care will be taken to ensure that concurrent fees remain sufficiently high to present a disincentive to UCLA students from quitting their residence to continue extramurally through Extension.

The fee to be charged eligible full-time students at California Community Colleges and the California State University for cross-enrollment per Education Code sections 66750-66754 will be reviewed annually by the Extension Registrar.

The Director of Budget & Financial Services will distribute a share of the earned revenue to the Schools and College from fees collected using a revenue share formula approved by the Dean. The distribution will be based on a net, after direct costs for ADA services are subtracted (see below); and will be cognizant of ancillary fees normally surcharged to UCLA students for the *Instructional Enhancement Initiative* (IEI) and for materials fees specific to certain courses described in the *UCLA Schedule of Classes*.

Administrative Services

The Department of Student & Alumni Services will provide concurrent students with counseling, enrollment and academic records services, and accommodations as required by the *Americans with Disabilities Act* (ADA). Jurisdiction to hear and decide on allegations of misconduct by concurrent students will fall to Extension's disciplinary process, not to the UCLA Dean of Students, as described in Extension's policy on [Student Conduct](#).

International students who are matriculants at universities overseas may be eligible to enroll concurrently at UCLA, as a *study abroad* opportunity, and thus

obtain sponsorship for the F1 visa provided the home institution certifies that the course work pursued at UCLA will advance the student toward their degree prior to issuance of the I-20.

Public Notice

The Registrar will publish an announcement that discloses the terms and conditions of concurrent enrollment, as follows:

Concurrent Enrollment

Opportunities to take UCLA regular session courses are available to the public Fall, Winter, and Spring Quarters through UCLA Extension's concurrent enrollment program. After all full-time matriculated UCLA students have been accommodated, Extension students may enroll if the following conditions are met:

- Space is available.
- The prospective student submits proof that course prerequisites have been met.
- The instructor determines the student is prepared for the course and provides his/her consent.
- The student has achieved a GPA of 2.0 or higher in baccalaureate-level degree credit classes already taken.

Petitions to Enroll

PTEs are explained in the *Concurrent Enrollment Brochure* which includes information on course fees, drop schedules, credit status, refunds, and withdrawals. Information also is available through UCLA Extension Registration/Student Services (310) 825-9971. To plan your schedule and check space availability, consult the UCLA Schedule of Classes at: <https://sa.ucla.edu/ro/public/soc>

Class Websites

Most UCLA classes are supported with websites that require students' access well before petitions are approved. Click [here](#) to view instructions for students in Concurrent Enrollment courses requiring access to UCLA course websites.

UCLA Course Levels

Please read the following carefully to be certain that the courses you seek meet your particular interests. Inquiries regarding UCLA admissions policies, graduation requirements, and other matters pertaining to degree programs should be directed to the Undergraduate Admissions Office at UCLA (310) 825-3101 or the appropriate academic department. Credit-bearing classes earned through concurrent enrollment will be listed on Extension transcripts with the prefix "XLC."

1-199. Successful completion of baccalaureate level classes will lead to transferable credit for units, subject credit, and grade

point average (GPA) to UCLA's College of Letters and Sciences, the School of Arts and Architecture, and the School of Nursing. Concurrent enrollment is not allowed in *Fiat Lux* seminars numbered 19. For special tutorials numbered 99, 195, 196, 197, 198, 199 completion and approval of a special Course Contract will be required in addition to your petition. Certain lab courses may incur additional costs for consumable items, and may require special training to be taken in advance from *Environmental Health and Safety*.

200-299 and 400-499. These are UCLA graduate and professional level courses. Units earned at this level through concurrent enrollment will not provide advanced standing to students subsequently admitted to higher degree programs at UCLA. (Certain course requirements for higher degrees may be waived, but only with the approval of the Graduate Division on the recommendation of the student's department at the time of admission.)

500-Series courses (doctoral-level seminars) are open to concurrent enrollment but subject to special review and approval. Successful petitions address the following:

- A compelling rationale for the enrollment;
- Confirmation of graduate standing and candidacy from the student's doctoral committee chair, and approval to attend the UCLA course;
- Approval from the UCLA faculty member with whom the student will be studying (including proposed course outline);
- The approval of the UCLA department chair;
- Approval of the UCLA Graduate Division.

To allow time for evaluation and approval, this special petition process must begin 8 weeks prior to the start date of the quarter in which you plan to enroll. This process is coordinated by the Extension's Registrar, UCLA Extension, 1145 Gayley Ave., 2nd floor, Los Angeles, CA 90024.

Cross-Enrollment. Students, who meet the requirements stipulated by California education code [66750-66754], with undergraduate standing at a campus of the California Community College system or California State University may enroll concurrently in a UCLA regular session class in a maximum of 1 course per academic term – with a maximum of 2 courses per academic year – upon payment of a nonrefundable reduced cross-enrollment fee. Cross-enrollment is at the discretion of the appropriate campus authorities of the home and host campus and based on space available. Cross-enrollment fees are set to the equivalent of community college fees at \$46 per quarter-term unit, or \$184 for a typical 4-unit course or \$230 for a 5-

unit course. To obtain a statement of eligibility, contact the Registrar at your home campus.

References and Listing

This policy will be publicly listed. Questions and comments are welcomed by the Registrar in Extension's Department of Student & Alumni Services (310) 825-9971; enroll@uclaextension.edu .

See also:

- University of California Academic Senate, Senate Regulation [SR 800](#).
- California Education Code section [66750-66754](#).
- UCLA Extension policy on [Student Conduct](#)
- UCLA Extension policy on [Program Eligibility and Agency of Approval for International Student Enrollment](#).