

Policy and Procedures for Approval of UCSB Extension Courses and Instructors

I. Definitions

A. Course Credit

1. Academic or Professional Unit Credit: Unit credit that may count toward the requirements of a degree or other certification, based on student hours of work per week per term or hours of course instruction.
2. Continuing Education Units: Recognized unit credit standards based on hours of course instruction.

B. Extension Courses

1. **XSB** courses are courses regularly offered on the UCSB campus for which students receive University Extension credit. Successful completion of XSB courses results in academic credit toward a degree as stipulated in the Divisional Regulations (See DR 120 and 135).
2. **X1 through X199** courses are not equivalent to courses offered on the UCSB campus; however, they are structured in accordance with requirements for undergraduate courses at UCSB. Successful completion of X1-199 courses may result in academic credit toward a degree as stipulated in the Divisional Regulations (See DR 120 and 135).
3. **X200 through X299** courses are graduate level Extension courses. Although allowed under general University-wide Academic Senate Regulations, the UCSB Academic Senate does not allow X 200 level credit toward a degree at UCSB.
4. **X300 through X399** courses are postgraduate professional courses in the field of education that are especially designed for teachers or prospective teachers. They are designed to serve requirements for professional upgrading, in-service education, and basic and specialized credentials.
5. **X400 through X499** courses are professional level (post-baccalaureate) courses in fields other than education that are designed for those who wish to further career training or retrain; gain professional certification; or take the courses for general interest. Successful completion of X400 level courses results in Extension credit.
6. **X800 series** courses are general interest courses designed for those pursuing intellectual, professional, civic, and cultural interests. These courses do not carry academic degree or professional certification credit. Certain X800 courses carry Continuing Education Units (CEU).

II. Purpose and Scope

These procedures describe the steps required to approve UCSB Extension courses and their instructors. Courses offered by UCSB Extension and their instructors shall be approved according to these procedures.

III. Authority and Coordination

- A. The dean of UCSB Extended Learning Services (ELS dean) coordinates the review and approval process for X1-199, X300-399 and X400-499 course and instructor proposals, and must approve such proposals prior to further campus review, as required. Approval authority is as follows:
 1. The ELS dean has final approval authority of all X300-399 in-service courses where a school district or academic non-profit organization acts as the course provider and

University Extension provides credit and independent review of instructor qualifications and course content.

2. The ELS dean has final approval authority of certain X300-399, X400-499¹ courses upon approval by the Extension academic program director and the appropriate academic department, program or interdisciplinary group on campus (See III. A. 1. for exceptions).
 3. The ELS dean has final approval authority of all X800-899 courses upon approval by the Extension academic program director.
- B. UCSB Extended Learning Services is the office of record for all Extension courses.
- C. The appropriate, or cognate, academic department, program, or interdisciplinary group on campus conducts an academic programmatic review and approves both the course and instructor proposals for X1-199, X300-399 and X400-499 courses. Such approval of X1-199 courses is required prior to Academic Senate review.
- D. The Academic Senate Undergraduate Council's standing Committee on Undergraduate Academic Programs and Policy (CUAPP) has final approval authority for X1-199 course and instructor proposals upon approval by the cognate department at UCSB. CUAPP's review takes into consideration broader institutional interests.
- E. Final approval for each proposed course and instructor must be received prior to posting public notice of the offering.
- F. Generally, all Extension courses may be approved for a period of up to 5 years.

IV. Campus Review of Proposals for X1-199 Courses and Instructors

- A. The ELS dean or designate takes the following time-line into consideration when coordinating the review process for X1-199 course and instructor proposals:
1. In most instances, CUAPP requires a minimum of four weeks from the date the course/instructor proposal materials arrive in the Senate Office to the date final action is taken.
 2. Since many of these courses will be listed in the Extension catalog and other marketing pieces, the necessary lead time may be much longer.
 3. If the proposed instructor is a graduate student, additional review time is required by the student's home department and the Graduate Division.
- B. Materials to be included in a proposal for X1-199 are listed in Appendix I.
- C. If the proposal is approved by the ELS dean, it is forwarded to the cognate department, program or interdisciplinary group for review and action. If it is not approved, the proposal materials are returned to the dean with the reasons it could not be approved. If approved, the proposal is forwarded to the appropriate reviewing body (see III. C.).
- D. If the proposal includes approval of an instructor who is a graduate student, the proposal must be reviewed and approved by both the chair of the student's home department and the dean of the Graduate Division or his/her designate prior to CUAPP review (see V. C., below).

¹Students wishing to have an X400-499 count toward their graduate degree must petition and gain approval from the Graduate Division prior to enrolling in the course. If an X400-499 course is to regularly count toward the requirements of a post baccalaureate degree, the Academic Senate Graduate Council has final approval authority of both course and instructor.

- E. If approved by the department, program or interdisciplinary group, the unit chair or designate forwards the proposal to CUAPP for review and action. The action is reported, and all proposal materials are returned to the ELS dean.
- F. Instructors proposed to teach an X1-199 course for the first time will be approved on a one-year basis. For subsequent proposals, longer-term approval (for up to five years) will be considered if the appropriate documentation is included. (See Appendix 1)

V. Instructor Eligibility Criteria For X1-199 Courses

- A. A proposed instructor of X1-199 courses should have an advanced post-baccalaureate degree compatible with Academic Senate requirements for hiring instructors teaching lower- and upper-division undergraduate level courses. The degree and previous teaching experience must be in fields relevant to the proposed course subject matter.
- B. A proposed instructor may be unusually qualified on other grounds (e.g., a novelist being proposed to teach a course on the novel or, if a proposed instructor who is not customarily employed as a UC instructor, his/her outside business or professional experiences and contributions may be taken into account relative to the course he or she is proposed to teach). In such instances, the ELS dean and cognate department shall make a case for approval prior to CUAPP's review of the instructor's qualifications. Such instructors are approved by CUAPP on a one-year basis.
- C. A proposed instructor who is an eligible graduate student (in current or anticipated active status or on an approved leave of absence) may be approved by CUAPP on a one-year basis. All regulations regarding employment of graduate students by UCSB Extension must be considered and met in determining the suitability of graduate student instructors proposed to teach X1-199 courses. In addition to assessing his/her suitability for teaching X1-199 course subject matter, CUAPP will also determine whether the proposed instructor of these courses will have sufficient time to meet such teaching responsibilities.

VI. Special Requests and CUAPP Review

- A. Approval may be sought for "contingency" instructors who may be employed in the event that additional X1-199 course sections must be added to meet student enrollment demand. "Contingency" instructors, who must be clearly identified on the Course/Instructor approval form, will be reviewed by CUAPP using the same criteria in effect for the review and approval of "primary" instructors outlined previously.
- B. In rare cases (e.g., the lack of availability of a previously approved instructor due to illness, relocation, or other unanticipated conditions), CUAPP may consider late submission of instructor approval requests on a case-by-case basis. In such instances, the dean of Extension will contact the cognate academic department and chair of CUAPP describing the basis of the emergency and the need for immediate action if a "substitute" instructor can be identified to teach a previously approved X1-199 course. At their discretion, the cognate department chair and chair of CUAPP may review the case without full consultation with department colleagues and CUAPP members, respectively, and grant approval of the instructor to permit his/her teaching the course on a one-year basis. Subsequent review and approval of emergency "substitute" instructor will follow the normative review and approval processes described previously.

VII. Review of Proposals for X300 and X400 Series Courses and Instructors

- A. The ELS dean or designate takes the following time-line into consideration when coordinating the review process of X300 and X400 level courses:

1. In most cases, the cognate/school department, program or interdisciplinary group requires a minimum of four weeks from the date the course/instructor approval forms are submitted to the date final action is taken.
 2. Since many of these courses will be listed in Extension's catalog and other marketing pieces, the length of time needed for action may be much longer. The course/instructor approval request will indicate a suggested final action date deadline.
- B. Once the proposed X300 or X400 level course has been approved by the Extension program director and ELS dean, it is forwarded to the cognate school/department, program or interdisciplinary group for review and action. Course and instructor materials are returned with the action of the dean or chair of the unit with the final action. ED X 300-level inservice courses are approved by the Extension program director and ELS dean; they are not forwarded to the cognate school/department, program or interdisciplinary group for review and action.
 - C. Instructors for X300 and X400 level courses are generally approved for up to five years, pending review by ELS after each offering.
 - D. Materials to be included in a proposal for X300 and X400 series courses are listed in Appendix I.

VIII. Instructor Eligibility Criteria for X300 and X400 Level Courses

- A. A proposed instructor of X300-399 and X400-499 courses should have at minimum a baccalaureate degree. The degree and previous teaching experience must be in fields relevant to the proposed course subject matter. For example, instructors holding a B.A. degree (or its equivalent) and a TESL certificate may be eligible to teach TESL (Teaching English as a Second Language) courses.
- B. In some instances, a proposed instructor may be unusually qualified on other grounds (e.g., a novelist being proposed to teach a course on the novel or, if a proposed instructor who is not customarily employed as a UC instructor, his/her outside business or professional experiences and contributions may be taken into account relative to the course s/he is proposed to teach). In such instances, the Extension academic program director and the ELS dean shall make a case for approval prior to cognate department chair or dean of school or college's review of the instructor's qualifications.
- C. In some instances, approval may be sought by UCSB Extension for "contingency" instructors who may be employed in the event that additional X300 or X400 course sections must be added to meet student enrollment demand. "Contingency" instructors, who must be clearly identified on the Course/Instructor approval form, will be reviewed by cognate department chair or dean of school or college using the same criteria in effect for the review and approval of "primary" instructors outlined previously.

IX. Special Requests and Academic Unit Review

In rare cases (e.g., the lack of availability of a previously approved instructor due to illness, relocation, or other unanticipated conditions), cognate department chair or dean of school or college may consider late submission of instructor approval requests on a case-by-case basis. In such instances, the ELS dean will contact the cognate academic department describing the basis of the emergency and the need for immediate action if a "substitute" instructor can be identified to teach a previously approved X300 or X400 course. At their discretion, the cognate department may review the case without full consultation with department colleagues and grant approval of the instructor to permit his/her teaching the course on a one-year basis. Subsequent review and approval of

emergency “substitute” instructors will follow the normative review and approval processes described previously.

X. Review of X800-899 Courses

- A. Timeline for review
 1. Course/instructor approval requests must be reviewed and approved at least four weeks prior to the beginning date of the course X800 series courses are reviewed and approved by the Extension academic program director and the ELS dean.
 2. The ELS dean generally requires two weeks for review of such proposals.
 3. Since many of these courses will be listed in the Extension catalog and other marketing pieces, the length of time needed for action may be longer. The course/instructor approval request will indicate a final action date deadline.
- B. Instructor Eligibility Criteria for X800-899 Courses: The criteria under section VIII apply to proposed instructors of X800 series courses.
- C. Materials to be included in a proposal for an X800-899 course are as listed in Appendix 1, with the exception of a description of student grading/evaluation procedures and standards.

Approved: 2/11/05 by Committee on Extended Learning and International Education Programs

Revised: 11/06 by Senate administration to correct errors and bring into compliance with system-wide policy

Revised: 10/08 by Undergraduate Council for compliance with revised Divisional Bylaws

APPENDIX 1 Course and Instructor Proposal Materials

I. X 1-199 Course Proposal Materials Include:

- A course syllabus and outline;
- The reading list;
- A description of student grading/evaluation procedures and standards
- The beginning and ending dates for the initial offering of the proposed course;
- The proposed schedule and total number of hours of instruction.

II. Instructor Proposal Materials Include:

- A current bio-bibliography;
- At the time of initial appointment, testimonials from at least three individuals supporting the candidacy of the proposed instructor. At least one of the individuals must have knowledge of the individual's competence to teach the subject matter of the proposed course.
- If the proposed instructor is a graduate student, the following materials are required:
 - Status of the graduate student (B.A., M.A., advanced to candidacy);
 - Courses in which the proposed instructor is currently enrolled, and those in which s/he will be enrolled during the teaching period;
 - Current and anticipated forms of financial support (e.g., fellowships; scholarships; research or teaching assistantships; other employment obligations), percent of time engaged in each of these activities; and any restrictions/conditions of these other activities potentially affecting the activities of the proposed instructor;
 - Approved copies of petitions or waivers of any University regulation necessary for employment of the graduate students as a UCSB Extension instructor;
- Proposed compensation to be paid by UCSB Extension to teach the X1-199 course.

- For longer term approval (up to three years):
 - Student survey results assessing teaching and course quality of the proposed instructor's teaching ability in the course's subject matter;
 - Course descriptions and student survey results, if available, about all other Extension courses the proposed instructor has taught over the previous three years.

III. Course Continuation Review Materials Include:

- Instructor's course evaluation;
- Student evaluation (see II., above);
- Changes to the course from the last time it was offered.

APPENDIX 2

REFERENCES: STATEWIDE ACADEMIC SENATE REGULATIONS PERTAINING TO UNIVERSITY EXTENSION CREDIT COURSES

Approval of Courses

792.

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 the Dean's 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](#)]
- C. "XCal 300" and "XCal 400" series courses shall be approved by the Dean of University Extension and then submitted for approval to the University-wide Committee on University Extension which shall act in concurrence with the department most directly concerned. [See SR 790.] Complete approval must be received before any public announcement of such courses is made.

Persons in Charge of Courses (i.e., instructors/coordinators)

800.

- A. All members of the University Extension staff who offer courses that are announced as yielding credit toward an academic degree or a professional credential or certificate shall be members of University departments in which instruction is offered, or in the case of lower division, "100" series upper division, and "200" series graduate courses bearing the prefixes "X," "XB," "XSF," etc., shall be endorsed by the Committee on Courses of Instruction concerned (or other committee having jurisdiction over corresponding regular courses) acting in consultation with the departments in question, and in the case of "X300" and "X400" series graduate professional courses, must be approved (1) by the department or school or college and (2) in accordance with requirements established by

the Committee on Courses of Instruction of the Division of the Academic Senate on the campus where the courses received departmental approval. [See [LR 10.65](#)]

- B. All members of the University Extension teaching staff who offer courses with the prefix "XCal" shall be approved by the University-wide Committee on University Extension, acting in concurrence with the department most directly concerned.
- C.
 - 1. Courses in which both resident and Extension students are enrolled and in which resident students receive grade-point and degree credit are defined as concurrent courses. Concurrent courses shall be offered and supervised by appropriate University departments. Instructors in such courses shall be governed by [SR 750\(B\)](#). (Am 7 Mar 79)
 - 2. Resident students may be admitted to Extension courses only as specified in [SR 812](#).

Degree Credit for Courses

810.

- A. In the curricula leading to the degrees of A.B. 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., shall be 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 only "X" shall be accepted in fulfillment of unit requirements on all campuses. (The foregoing provisions are subject to the restrictions of [SR 812](#).) Credit for courses in the "X300" and "X400" series is acceptable toward the A.B., B.S., and postgraduate programs leading to recommendations for teachers' credentials only within the limitations prescribed by the various colleges and schools. The suitability of "X" courses for fulfilling subject requirements will be determined by the usual procedures governing evaluation of credits gained at other acceptable institutions. [See [SR 790](#).] Except as may otherwise be provided in the Academic Regulations of the Division, grade points for courses taken in University Extension are not counted toward fulfilling requirements for the degree. (Am 24 May 00)
- B. Credit for University of California Extension courses including concurrent courses toward a higher degree is subject to the approval and regulations of the campus Graduate Council concerned. Credit for "X300" series courses is not acceptable toward a higher degree.
- C. All examinations for credit shall be taken at the University or under conditions approved by the department of the University concerned. (EC 15 Apr 74)

811.

Curricula offered by University Extension that lead to professional credentials or certificates shall be approved by the Dean of Extension and by the department or 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 each of the courses will receive departmental approval. (En 8 May 85)