

Credit, Grading and the Continuing Education Unit AA121

Last Reviewed: November 2022

I. Intent

UCLA Extension's standards and policies regarding the award of academic credit and the assignment of grades adhere to those defined in University of California (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 these authorities, and identifies provisions granted for the proper academic administration of Extension's programs by Senate committees of the Los Angeles Division.

II. Definitions

- **Academic Credit.** The measurement, expressed in units, of successful participation in credit-bearing university level courses. The accumulation of academic credit leads to the award of academic testimonials such as degrees, diplomas, and certificates at this and other institutions of higher education.
- **Continuing Education Units (CEUs).** CEUs represent a measure of contact/instruction 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. One CEU is awarded for each 10 contact/instruction hours of satisfactory participation in continuing education programs. Courses providing CEUs are not graded, rather the student's satisfactory participation determines completion and award of the continuing education unit.
- **Drop/Withdrawal.** A student may elect to end their enrollment in a course with a drop or withdrawal. A "drop" occurs when a student decides, after initial enrollment but before the final refund date, to no longer take the course and receives a refund, minus any applicable processing fees. A "withdrawal" is the drop of a class after the final refund date, without a return of fee.

A withdrawal must be requested prior to the administration of the final (exam, paper or project). Withdrawals are effected through a change in the student's enrollment status, in which case, the record will not show on the transcript. A student who sits for or submits the final may not withdraw from a class. A course is considered completed when a student receives a final grade and is thereby not eligible for a retroactive drop or withdrawal.

- **Grades.** A mark representing the assessment of a student's mastery of the material presented in any credit bearing course, as determined by the course instructor of record. Credit is conferred and units "earned" only when a passing grade has been earned. In accordance with the UC Academic Senate regulations, UCLA Extension employs the undergraduate grading scale for undergraduate level instruction [+/- , A, B, C, D, F, P, NP]; and the graduate grading scale for graduate and professional level instruction [+/-A, B, C, F, S, U].
- **Grade-Points.** Numeric values for the final letter-grade assigned to a course constitute grade points which are used to calculate the overall Grade-Point Average (GPA) of course work completed. The final course 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, 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.

For certificate students, GPA is calculated with required program courses in the standard formula of dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three 4-unit courses and receives grades of A- (14.8 grade points), B (12 grade points), and C+ (9.2 grade points), then the GPA equals the total grade points (36) divided by the total course units (12); the GPA is 3.0. Required courses with a grade of F yield no grade points in GPA calculation and must be retaken to earn the credit for program completion.

- **Quarters.** The academic year for UCLA Extension is divided into four quarter-term sessions: fall, winter, spring, summer. Similar to UCLA's standard quarter term format (10 weeks of instruction followed by a finals week), UCLA Extension follows the same standard of an 11-week quarter, with finals week incorporated. UCLA Extension may also deliver courses or programs in other formats of varying duration.
- **Unit Valuation.** The determination of academic credit in units is set forth in UC Senate Regulation *S.R. 760* which states that "credit be reckoned at the rate of one unit per three hours of work per week, per term, or the equivalent."

III. Policy Statement

UCLA Extension courses and programs awarding academic credit that may count toward a certificate or transferable credit are governed by UC Academic Senate regulation. CEU credit or credit for other professional licensure is also determined by applicable regulatory bodies. Courses at the undergraduate level (1-199) and graduate and professional level (200-499) are reviewed and approved by the Academic Senate and Academic Departments of UCLA.

UCLA Extension sets standards for grading, unit valuation and academic record-keeping in accordance with UCLA and UC policies and guidelines for academic administration.

A. Unit Valuation for Extension Courses

Academic work at UCLA Extension is measured by units of credit which are used to evaluate the amount of time a student has devoted to a particular course. Definition of credit units and hours follows UC Academic Senate regulation and UCLA's accrediting agency, WASC Senior College & University Commission (WSCUC).

In accordance with S.R. 760, 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. The WSCUC defines credit hours as:

an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that approximates not less than: (a) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (b) at least an equivalent amount of work as required in (a) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The WSCUC permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines and degree levels. Thus, the credit unit valuation of Senate regulation is equivalent to the WSCUC definition of credit hour.

The Los Angeles Division's guide further defines the standard set in S.R. 760 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. Accordingly, 1 unit/credit hour is equivalent to approximately 3 hours of total work comprised of contact time, faculty instruction, lecture, facilitation, study, and homework each week.

In addition, 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/instruction time if the requisite out-of-class work would be completed. For example, a typical 4-unit class, 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.

The following examples provide a summary of each calculation method for a typical 4-unit course:

Units/Credit Hours by Total Time Expended:

Course Unit Valuation	Quarter Term Duration (weeks)	Total Hours of Work per Week	Total Hours of Work for the Quarter	Total Time for 1 Unit/Credit Hour
4.0 units	11	12	132	33

Units/Credit Hours by Contact/Instruction Time:

Course Unit Valuation	Quarter Term Duration (weeks)	Contact/ Instruction Hours per Week	Total Hours of Contact/ Instruction for the Quarter	Total Time for 1 Unit/Credit Hour
4.0 units	11	3	33	8.25

Either method 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 distance education courses will be based on congruency of learning outcome if the same course is also delivered in an in-person format; and it will be based on an estimate of total student-hours expended per S.R. 760 for those distance education courses that have no in-person format counterpart.

B. Special Cases for Unit Valuation

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

1. Unit Congruency in 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 unit and system administrators to ensure relevant systems for curriculum management and student information are accurate for such courses.

2. Unit Revaluation in the 300/400 Series Courses

In much the same way that UCLA has revalued the units in many of its courses, Program Directors/Continuing Educators (PD/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 work-loads have diminished since the class was originally proposed and approved, and revalue accordingly.

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. Proposals may be reviewed by the Associate Dean of Academic & Faculty Affairs as necessary. Courses whose units are revalued through this process do not receive new course numbers.

C. Definitions of Full Time Study and Course Load Limits

1. Definitions of Full-Time Study

The University of California defines a full-time course of study as minimally 12 quarter units 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. In accordance with federal regulations relating to Title IV financial aid programs and International Programs' admission of students from abroad, through the Student and Exchange Visitor Program (SEVP), UCLA Extension certificates are administered according to the program level of study.

In census reporting and student compliance, full-time study is measured at 12/8 quarter units, and half time study is reported as 6/4 quarter units for undergraduate level and graduate level respectively.

2. Course Load Limits

Generally, students in graduate/professional degree programs typically enroll in no more than 12 credit units of instruction per quarter, and undergraduates typically enroll in no more than 16 credit units of instruction per quarter. In UCLA Extension programs, *normal progress* toward the completion of a certificate is figured approximately at a half-time pace, where students may complete 12 to 24 units in an academic year. This is based on enrollment in 1 or 2 classes per quarter, and enrolling in at least three of the four quarter terms in an academic year. Extension students have the option to enroll in

more units each quarter depending on their schedules, completion goals and course availability.

The University may, when approved by the Dean of the academic division, college, or school, allow course loads greater than the typical 16/12 quarter units. However, Extension students seeking to enroll in excess of this course load should contact the academic program unit for advising and may petition the UCLA Extension Registrar.

To ensure that students pursue a coherent and manageable course of study, UCLA Extension's course load limit is 20 units per quarter for enrollment in a combination of credit, non-credit, and CEU instruction. Enrollment in more than 20 units per quarter, requires review and approval by the Associate Dean of Academic & Faculty Affairs. Students who are on academic probation and not making satisfactory academic progress may not be approved to exceed course load limits.

D. Credit Options at the Time of Enrollment

The following credit, grading and recording options are available to students in UCLA Extension courses:

1. 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, will appear on the student's transcript. The grade of "F" is not a passing grade and yields no academic units or course credit. Courses required for certificate program curriculum must be taken for a letter grade.

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 academic units nor grade points are conferred in the transcripts of students taking course work in the 900 series.

2. For Credit – Passed/Not Passed (Undergraduate Level)

The student's work performed in undergraduate level courses (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 are advised to record the passing grade of "P" if the work would otherwise have been assessed as a "C" or higher.

3. For Credit – Satisfactory/Unsatisfactory (Graduate Level)

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 are advised to record the satisfactory grade of "S" if the work would have otherwise been assessed as a "B" or higher.

4. 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 never acceptable at the University of California for the following purposes:

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

5. Not for Credit (N)

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 there will be no grade recorded and the student's transcript will notate an "N," whether or not the student voluntarily took exams or completed projects. This option is not available for students enrolling concurrently in XLC, 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.

6. 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.

7. Do Not Record (NR)

This option is available to students enrolling in all courses offered through UCLA Extension *except* concurrent enrollment (XLC) 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 their 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.

E. Petition for Change in Credit Status and Withdrawals

1. Credit Status

Students may petition the Registrar's office to change the credit status for a course in which they are enrolled. A change in credit status to one requiring assessment of student work will be permitted only with the endorsement of the instructor of record. 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.

2. Withdrawals

Students may elect to discontinue an enrollment. If a student elects to discontinue enrollment and seeks a refund, they must drop the course before the course refund date as specified in the enrollment confirmation. Extension policy. *SA500 Refunds*, allows for limited exceptions to the refund deadline. Students may withdraw after the refund date, with no fee return, as long as they have not completed the final exam, paper, or project, and have not received a final course grade.

Retroactive withdrawals are not permitted after a course ends or a student has completed a course and received a final grade. The Registrar may consider limited requests for exception to this policy in special circumstances, e.g. an administrative or system error misreported a previous drop/withdrawal, or the student received a prior "FN" for having not attended the course and failed to complete a withdrawal. All claims will be assessed and decisions made based on verified information and evidence. In no circumstance is a retroactive withdrawal from a UCLA concurrent (XLC) course permitted.

F. Grading Standards

1. Standards and Grading Scales

Students who have enrolled for credit shall have their work graded and reported in accordance with the UC Academic Senate regulations. UCLA Extension employs the undergraduate grading scale for undergraduate level courses 1-199 whereby the level of achievement of students shall be designated in the following terms: A+ (extraordinary), A (superior), B (good), C (fair), D (poor), F (fail), I (incomplete), IP (in progress), P (passed), NP (not passed), DR (deferred report). Letter grades may be modified by plus (+) or minus (-) suffixes.

For graduate and professional level instruction, courses 200-499, the work of students shall be reported in terms of the following grades: A (superior achievement), B (satisfactorily demonstrated potentiality for professional achievement in the field of study), C (passed the course but may not do work indicative of potentiality for professional achievement in the field of study), F (fail), I (incomplete), IP (in progress), DR (deferred report), S (satisfactory), U (unsatisfactory). Letter grades may be modified by plus (+) or minus (-) suffixes.

All grades are due two weeks after the course end date and must be submitted using Extension's system for curriculum and student management which requires Extension instructors to have independent access to the internet.

Instructors' input of grades will reconcile to the 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.

In situations when a final grade cannot be reported because student work is not completed or academic integrity is undetermined, the interim grades of I (Incomplete) and DR (Deferred Report) may be utilized.

2. Incompletes

The interim grade *Incomplete (I)* may be approved for a student who has completed the majority of the course requirements, with passing quality, but is unable to complete a small portion of the coursework by the course end date for good cause. Courses which require consistent active participation, as well as peer-to-peer feedback or group work as a core component of the course requirements, may be ineligible for an Incomplete. An Incomplete is not an option for non-credit bearing courses such as 700, 800, or 900 level courses. Students are advised to contact the applicable academic program unit for further details.

For courses in which an Incomplete may be allowed, approval by the instructor of record and the academic program director is required. If

approved, an Incomplete will provide the student additional time to complete the outstanding coursework by an agreed upon deadline.

It is the student's responsibility to petition for an Incomplete. The student and instructor must complete the [*Student Petition for an Incomplete*](#) (Attachment A) prior to the final course meeting or before the quarter end date. The instructor shall review the petition with the program director and assess the petition based on the following criteria:

- a. Inability to complete course requirements is based on verified good cause which impacts the completion of course requirements on time, including the student's illness or serious medical situation, compulsory military service, or other unforeseen circumstances beyond the student's control.
- b. Quantity of coursework already completed is substantial, based on an assessment of the work completed to date in relation to the overall total course requirements.
- c. Quality of coursework completed to date is of passing (C or higher) quality.
- d. The agreed upon deadline for the student to complete and submit all outstanding coursework is within the following academic quarter.

If the Incomplete petition is approved, the student must complete the remaining coursework by the deadline, and the instructor will replace the *I* with the final course grade, and unit credit will be awarded. If the student does not complete and submit the coursework to the instructor by the deadline, the Registrar will cause the Incomplete to lapse to the grade *F*, *NP*, or *U*, as appropriate by the end of the ensuing academic quarter. The instructor or academic program staff shall submit a request to the academic technologies administrator to ensure continued access to applicable educational technologies, including the learning management system (LMS).

An Incomplete allows the student to complete only work that is outstanding and does not allow prior completed work to be retaken or resubmitted. An Incomplete may not be used for a student who has substantially fallen behind in completing course requirements or in lieu of retaking the course. In such cases, the student shall be advised to withdraw from the course prior to submitting the final (exam, paper, or project) and retake the course in a later quarter.

3. Deferred Reports

The interim notation of DR is utilized when an instructor alleges that a student has engaged in academic misconduct such as cheating, multiple submission, or plagiarism. The Extension student conduct officer advises the Student Services enrollment and records team to assign the interim notation of *DR* while the disposition of the charge is being determined (cf. policy *SA507 Student Rights & Responsibilities*). Consistent with regulation A-306C 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. In a disciplinary case, 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.

4. The Grades F, U and NP

When the final course grade is F, U, or NP, academic credit is not earned. Students have the option to retake a course during a subsequent quarter if needed to fulfill requirements for program completion.

Effective Winter 2023, the grade of F is no longer qualified by the instructor in cases when the student stopped attending, never attended, or failed to drop/withdraw from a course (formerly notated as "FN"). For courses in which a student received a "FN," due to having stopped attending or never attended the course, the student may petition the Registrar for an administrative withdrawal. The Registrar shall review and approve the petition if it is verified that the student abandoned the course.

5. Remote, Online, Hybrid and Other Web-Enhanced Courses

The same grading policies and rules herein apply to courses that are taught in all instructional delivery modes, vis-a-via an instructional site, learning management system (LMS) or other Extension instructional technology. Students' access to the LMS or other technology tools may continue for up to 30 days after the date of the last class meeting. 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.

Instructors who have approved an Incomplete for a student in any distance education delivery mode will follow the same stipulations as stated above (section F.2) for Incompletes and the student will continue to have access to the LMS to complete the course up to the end of the ensuing academic quarter. The instructor or academic program staff shall notify the academic technologies administrator to ensure continued access to applicable educational technologies, including the LMS, as applicable.

G. Petitions for Change of Grade and Administrative Grades

1. Grade Changes

In accordance with Academic Senate Regulation 780, all grades are final when filed by instructors. Except *I* and *DR*, 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.

Any grade change request made more than one year after the original filing must be validated for authenticity of the instructor's signature by the program director. Any grade change request made by an instructor who has left the University must be countersigned by the academic department chair and/or the Associate Dean of Academic & Faculty Affairs.

2. Administrative 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. The Program Director/CE will investigate the circumstances and determine what documentation exists regarding completed student work and grading status. If student work cannot be fairly assessed by another instructor with subject matter knowledge, the Associate Dean of Academic & Faculty Affairs may authorize the posting of *administrative grades* which will be "P" or "S" for students who enrolled for credit Pass/Not Pass or Satisfactory/Unsatisfactory, 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.

If the Program Director/CE determines that a grade was corrupted due to the original instructor's failure to perform or complete their job duties which mitigated their ability to fairly post grades, the Associate Dean of Academic & Faculty Affairs may authorize administrative grades. Administrative grades may be applicable in cases when the instructor has been found to have violated the faculty code of conduct, or policies on sexual harassment or discrimination, and such violations are found to have corrupted the grading process. Extension academic staff will make every effort to maintain academic integrity when reviewing a case for administrative grades.

H. Repeat of Courses

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 may repeat courses indefinitely, but are only required to do so in the following circumstances:

- they fail to pass a course required in a certificate or specialization curriculum, thereby not earning the units to maintain progress toward program completion;

- a required course has exceeded the course shelf-life and cannot be counted toward program completion;
- a required course in a certificate or specialization program necessitates a minimum letter grade and the student does not achieve that grade; or
- 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 count toward fulfilling the requirements of the program curriculum, and only if fulfilled within the defined shelf-life of the course. Limited 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 or designated staff in the Department of Student Services.

If a student fails to complete and pass a program-required course after two or more attempts, CEs and academic advisors shall assess the feasibility of continued progress and satisfactory academic progress. In assessing progress with respect to financial aid or F-1 visa status for international students, earned credit for any course may not be counted more than once.

I. Standards for Academic Scholarship and Satisfactory Progress

As a leading provider of continuing and professional education, UCLA Extension supports all students to make good academic progress in their programs. Standards and guidelines for scholarship and academic progress align with UC, UCLA, and federal policy and regulation.

1. Scholarship Standard

Students at UCLA Extension are expected to maintain the minimum scholarship standard of at least a “C” average/GPA of 2.0 for academic credit-bearing courses and programs. Certificate and specialization programs require a minimum cumulative GPA of at least 2.0 for program completion. Program Directors/CEs may elect to set higher minimum GPA requirements for certain programs. Students are advised to confirm the minimum GPA requirements for their specific program.

Students enrolling in concurrent undergraduate XLC courses are expected to establish and maintain a minimum overall grade-point average of 2.0 in all such course work.

2. Satisfactory Academic Progress

For all students enrolled in academic credit-bearing courses and programs, satisfactory academic progress is determined by the qualitative standard of minimum GPA (2.0) per Extension's scholarship standard. While Extension certificate programs vary in the number of required courses and units, the completion pace must adhere to applicable definitions of full-time study and course load limits (cf. section C).

Financial aid and international students must comply with federal regulations applicable to Title IV and Student Exchange Visitor Program (SEVP). Select Extension programs are eligible for federal financial aid. Students who receive financial aid must successfully complete, with passing grades, a minimum of 67% of cumulative coursework attempted with a minimum cumulative GPA of 2.0 or higher.

International students studying in an Extension program that is eligible for F-1 visa status must maintain good academic progress toward program completion. Good academic progress is determined by attaining the same scholarship standard of a minimum cumulative GPA of 2.0 (or higher if required by the program), adhering to the course attendance requirements, and maintaining full-time study and enrollment.

3. Academic Status Review, Probation, and Disqualification

Designated staff in Extension student services, academic program units and international programs will review academic status to determine that a student is making satisfactory academic progress.

A student shall be placed on academic probation if, while in good standing, they fail to maintain at least a 2.0 GPA for credit-bearing courses undertaken in a quarter. Students on academic probation, are advised to consult with Extension academic staff/advisors for support in determining a pathway for academic recovery.

Students on academic probation have one quarter to raise their GPA to 2.0 or higher. If a student does not raise their GPA to 2.0 or higher, resulting in a second quarter of academic probation, academic staff/advisors will review the case for possible academic disqualification.

Academic disqualification from an Extension program and/or further registration and enrollment at UCLA Extension may occur if a student's grade-point average falls below 1.5 for any quarter, or if after two quarters on academic probation, the student has not achieved a grade-point average of 2.0 (C average) for all courses undertaken.

Students will be notified of academic probationary status or possible academic disqualification. Notifications should include applicable guidelines, steps for remediation, and academic support services. In cases of academic disqualification, students should be provided an opportunity to

appeal a decision of academic disqualification. Decisions to determine academic disqualification, review of appeals, and restoration of the privilege to enroll should follow an administrative process that supports the student's rights and responsibilities and includes timely communications. International students must be notified of how academic probation or academic disqualification could impact their SEVIS record and result in termination of their visa status.

J. Prerequisites and Qualifications for Enrollment

Prerequisites and enrollment qualifications may be established by Program Directors/CE based on topic and area of study, minimum academic standards, and in compliance with University and Academic Senate policy. Students are advised to contact specific academic program units for details on prerequisites or other program requirements.

The majority of UCLA Extension courses and programs are designed for the post-baccalaureate professional-level student and enrollment is normally reserved for adult students 18 years of age and older. Based on special academic competence and scholarship standards, Extension may consent to enroll younger students or high school level students, with parent/guardian consent, if approved by the instructor of record. Students must be at least 21 at the time of enrolling in viticulture, enology, and other courses where wine or other alcoholic beverages are studied and served.

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

In no circumstance may a student be retroactively enrolled in an Extension course.

IV. 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.

For additional information, see:

- University of California. [Regulations of the Academic Senate](#).
- UCLA Academic Senate. Divisional Manual, Volume 2: [Divisional Regulations](#). September 2022.
- International Association for Continuing Education and Training (IACET). *The Continuing Education Unit Criteria and Guidelines*. 5th Edition. Washington, D.C., 1993.

V. Attachments

A. Student Petition for Incomplete

Students, who have completed the majority of the course requirements but for good cause need additional time to finish a small outstanding portion of coursework (as defined in section F.2), may petition the instructor of record for an Incomplete (I). The petition must be filed by the student before the final course meeting or before the quarter end date and approved by the instructor of record and the program director. A link to the Incomplete petition may be found on the UCLA Extension website and intranet, or staff may email a link to a student. The petition will require the following information as shown in Attachment A.

INSTRUCTOR INFORMATION (Completed by the Instructor)

_____ Instructor Name (First, MI, Last)	_____ Department
_____ Phone Number	_____ Email Address
Course Delivery Mode: <input type="checkbox"/> Remote <input type="checkbox"/> Online <input type="checkbox"/> Other: _____ <input type="checkbox"/> In-Person <input type="checkbox"/> Hybrid	
Please confirm the course information above and provide a list with detailed descriptions of the specific assignments to be completed by the student: _____ _____ _____	
Deadline to Submit Completed Work: _____ (This date may not be later than the quarter-end date of the following quarter.)	

I have reviewed this petition with the Program Director and confirmed the student and course information stated in this petition and grant the student an Incomplete in this course. I have reviewed the student's work to date and determined that the student has completed a substantial portion of the coursework with passing quality. I have discussed with the student the terms of the Incomplete petition and due date for all outstanding course work. I will report an "I" in the grading sheet for the student and agree to assess and grade the remaining course work once it is submitted and will submit the student's final course grade no later than two weeks from the deadline date. I understand policy allows until the end of the ensuing academic quarter for the student to complete the remaining coursework and any request for additional time, beyond the stated deadline in the current petition, is at my discretion. I understand that if the remaining coursework is not completed on time, the UCLA Extension Registrar will change the "I" to a grade of "F," "NP," or "U," as appropriate.

Approved:

Instructor Signature (required)	Print Name	Date
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I have reviewed this petition with the Instructor and verified the information stated in this petition. I have assessed the petition and approve this Incomplete.		
Approved:		
_____ Program Director/CE Signature (required)	_____ Print Name	_____ Date

Notification and copy:

<input type="checkbox"/> ATLI	Date: _____
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