



UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY (UCEP) POLICY FOR APPROVAL AND REVIEW OF SYSTEMWIDE COURSES

Bylaw 170.B.3 states that the University Committee on Education Policy (UCEP) shall...“Approve UC undergraduate courses as systemwide courses to be listed in Divisional catalogues. (En 10 Nov 04)”. UCEP adopted the following as the procedure to be followed for designating courses as systemwide courses.

Definition of a Systemwide Course

- A systemwide course is a course that is associated with and, most commonly, offered at a site or sites that are not one of UC’s ten regular campuses (e.g., the Natural Reserve System California Conservation and Ecology field course and some UC Washington Center courses).
- A systemwide course is a course that does not go through the local campus course approval process.
- A systemwide course has been approved by UCEP for students to receive UC “unit credit.”
- A systemwide course is not guaranteed to fulfill GE, pre-major, or major credit.
- A systemwide course may be characterized by the involvement, over time, of faculty from multiple UC campuses and/or non-UC faculty.
- A systemwide course is open to students across the UC system.
- A systemwide course represents the entire UC system and must align with the principles of educational quality at the University of California. (See [“Characteristics of Undergraduate Educational Quality at the University of California,”](#) 12/12/2024)

Submission of Materials to UCEP

To submit a course to UCEP for systemwide approval, please forward the information listed below to the UCEP analyst. This should be done for each course being submitted for approval (but only one submission is needed for a course taught as a series, e.g., BIO 101A-B-C). UCEP typically meets from October through June, and will take 1-2 months for the approval process, so requests should be made well in advance of catalog deadlines if listing for the next academic year is desired.

The following information should be included in the application for system-wide designation.

1. The course title and number, instructor(s), contact email and campus, and the quarter(s) or semester(s) that the course will be offered.
2. A letter that describes why the proposed course would be appropriate for systemwide status. Included should be a short description of how the course would be taught (in-person attendance, online presentation, taped lectures, web-based learning modules, use of archived materials, etc.), how it would be staffed, and how the course would be graded.
3. A statement describing the course’s adherence to principles of educational quality at the UC.
4. A link to the course if it is available online.
5. An estimate of the number of students to be enrolled.
6. An elaboration of the course specifics.



- A. A description of how the course will be taught including a syllabus, and a justification of the unit values.
 - B. A description of the modes of technologically mediated instruction (e.g., webcast lectures, moderated discussion lists, synchronous or asynchronous web-based discussion sections, email, chat rooms), a description of the modes of non-technologically mediated instruction used (live lectures, TA sections, etc.).
 - C. A plan for evaluating student learning outcomes.
 - D. (optional) Development plan – If the course is simultaneously in development, outline the project phases for a seven-year cycle.
7. The name and contact information of the person who will be the liaison for the system-wide approval process.

*Systemwide course status must be reviewed every seven years. Please refer to UCEP's [Systemwide Course and Program Self-Study Report Template](#) for details.