

UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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SANTA BARBARA • SANTA CRUZ

Office of the Chair
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Assembly of the Academic Senate, Academic Council
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

June 30, 2004

M.R.C. GREENWOOD **PROVOST AND SENIOR VICE PRESIDENT**

Re: Implementation of Senate Regulation 544 – Concurrent Enrollment

Dear M.R.C.:

On behalf of the Academic Council, I am writing to ask for your help in encouraging campuses to become more effective and efficient in their implementation of Senate Regulation 544. SR 544, which was approved by the Academic Assembly in May of 1999, permits undergraduate and graduate students resident on one UC campus to enroll concurrently in a course offered at another UC campus for credit. Its purpose is to allow students to take advantage of the wide spectrum of off-campus and distance learning courses and programs offered by the University of California, while providing the mechanism for a seamless transfer of credit.

When SR 544 was approved, Aimée Dorr, the then-Academic Council Chair, notified President Atkinson and Provost King and asked them for their assistance in the successful implementation of the new policy. In follow-up to that request, Provost King directed his staff to work with the appropriate campus groups and individuals to develop an implementation plan for SR 544. Since that time however, there has been growing anecdotal evidence that not only are many students unaware of this option, but that those who do know about it and try to apply it to their own case are severely frustrated because of the endless paperwork and bureaucratic barriers that they encounter on their home campus.

In an effort to address this problem, the University Committee on Education Policy (UCEP), in collaboration with the UC Director of Intercampus Academic Program Coordination, Julie Gordon, wrote a report affirming the value of SR 544 and containing suggestions on how intercampus instructional systems might be improved and standardized so that the process runs smoothly for students, faculty and administrators. Members of the Academic Council endorsed the report, "Intercampus Course Offerings," at their June 23rd meeting and strongly recommended that it be sent to you for distribution to the appropriate campus administrators. The Academic Council believes that it is important educational policy for UC to minimize the bureaucratic barriers to student educational access, and urges your help in

removing the obstacles that impede the use of concurrent enrollment. Any suggestions that you may wish to add to those contained in the report are welcome. Please let me know what further action you may wish to take on Council's recommendation.

Cordially,

A handwritten signature in cursive script that reads "Larry".

Lawrence Pitts, Chair
Academic Council

Encls.: 7/8/04 UCEP Letter and Report, "Intercampus Course Offerings"
9/15/99 King/Chancellors Letter and 6/1/99 Council Chair Letter

Copy: Academic Council
Julie Gordon, Director-Intercampus Academic Program Coordination

LISA ALVAREZ-COHEN
CHAIR, UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY
Telephone: (510) 643-5969; Facsimile: (510) 642-7483
E-mail: alvarez@ce.berkeley.edu

June 8, 2004

PROFESSOR LAWRENCE PITTS
CHAIR, ACADEMIC COUNCIL

Re: Intercampus Course Offerings

Dear Larry,

UCEP strongly supports the principle that UC should be building an educational infrastructure that allows students to take maximum advantage of instructional opportunities and resources across campuses. Several years ago, changes to Senate Regulation 544 gave students the right to receive credit for courses taken on UC campuses other than their own. However, not all campuses have developed a mechanism to actually implement this, the opportunity is not widely known by students, and other obstacles impede the use of simultaneous enrollment beyond a case-by-case basis.

The attached document represents the joint efforts of UCEP and UC Director of Intercampus Academic Program Coordination, Julie Gordon. It is intended not only to affirm the value of this policy and the new technologies that make its broader use possible, but also to clarify and strengthen existing policies and regulations, including policy related to faculty and student credit, the course enrollment and approval process, and the role of the registrar. To this end, it proposes specific policy components that we believe will ease student access to information about Senate Regulation 544.

We believe it is an important educational policy for UC to minimize the bureaucratic barriers to student educational access, especially when it helps preserve access to courses with small or declining enrollment. We ask the Academic Council to endorse the attached document and forward it to the divisions.

Sincerely,

/s/

Lisa Alvarez-Cohen
Chair, UCEP

LAC/ml

CC: UCEP members
Academic Council Director Bertero-Barceló

Intercampus Course Offerings

For decades, University of California students have been able to take advantage of the curricular resources on UC campuses other than their own by temporarily relocating to another campus either through the Intercampus Visitors Program (IVP) or the Intercampus Exchange (IE). The IVP program allows undergraduates to enroll at another UC campus for a quarter or semester, relocate to that campus to take courses, and transfer the credit back to their home campus. The IE program allows graduate students to enroll in a single course at another campus, travel to that campus to take the course, and, upon course completion, transfer the credit back to their home campus.

These mechanisms have proven satisfactory for the most part, but very few students are able to physically relocate to avail themselves of the opportunities for intercampus cooperation. With the advent of new technologies that provide distance learning for students, students can now have access to previously unavailable learning opportunities without relocating to another campus. Several years ago the Academic Senate revised Senate Regulation 544 to enable students to enroll and earn credit in any course offered on other UC campuses, on a space available basis. The revised regulation reads as follows:

SR 544:

A. A UC student's home campus must permit a student in good standing to enroll simultaneously in courses offered by the home campus and in course(s) offered by another UC campus. Similarly, a UC student's home campus must also permit a student in good standing to enroll in summer courses offered by another UC campus. However, non-home campuses are not obliged to accept enrollment by students from other UC campuses. Each campus may set an upper limit on the total number of non-home campus enrollment units or courses its own student may apply toward graduation requirements.

B. In order to ensure that the units will count toward any requirements, including unit requirements, students in residence at their home campus must inform the home campus in writing before enrolling in a course offered by another UC campus. This may be accomplished by electronic or conventional means, according to the home campus's procedures.

C. If the student wishes a course taken on a non-home UC campus to satisfy a breadth, major, or other specific requirement (other than unit credit), he or she is responsible for determining that an existing formal agreement establishes that the course will satisfy the requirement OR for securing approval, in advance of registering, from the relevant academic unit on the home campus. If these requirements are not met, the home campus may refuse to allow the course to satisfy specific requirements (other than unit requirements).

This regulation change provides the basic building block for enabling students to take advantage of curricular resources on a course by course basis that are not available on their home campus, whether they are taking the course in-person or through various forms of distance learning. To date, SR 544 has been used relatively infrequently. In most instances decisions about how best to

implement the regulation have been done on a case-by-case basis. Certain steps must still be taken in order to standardize the implementation of an intercampus instructional system so that the process runs smoothly from the perspectives of the students, the faculty, and the administrators.

With respect to SR 544, the Universitywide Committee on Educational Policy of the UC Academic Senate affirms the following principles:

1. The University of California should be considered, for instructional purposes, a cooperative system that allows faculty and students to share the academic resources of sister campuses, especially when those resources are not available on the home campus.
2. New tools for distributing the curriculum at a distance through various forms of technology should not only be accepted but also encouraged and supported as one of the means by which students can enroll in courses.
3. Students and faculty should not be disadvantaged when either enrolling in or teaching intercampus courses using these new technologies.
4. All courses available to be taken by UC students under SR 544 should be treated the same, for purposes of course credit, regardless of the format (in person or at a distance) in which the course is offered.

There are a number of specific issues to consider with respect to the actual implementation of SR 544.

Registration and Enrollment:

A student seeking to enroll at a distance in an approved course at another campus should contact the registrar at their home campus and fill out the SR 544 implementation form. The registrar at each campus is charged with facilitating a seamless process by: (a) providing students a placeholder in their current registration file that acknowledges and displays the student's units enrolled elsewhere and (b) providing the means for accepting the grade and credit that is transferred from the host campus upon the completion of the course.

Ideally, the registrars should incorporate the SR 544 procedure into the regular registration process so that students can complete their course enrollments online and electronically receive the necessary documentation.

By enrolling in a course via SR 544, the student is guaranteed, at the very least, elective credit. However, SR 544 does not automatically grant any assurance that the course will count for major/college requirements. Students must seek approval through normal channels on their campuses—namely, by consulting with the faculty and/or academic advisors. Obtaining approval for major/college requirement is the student's responsibility alone.

Faculty credit for teaching students enrolled via SR 544:

Because students enrolling via SR 544 are officially registered for the course offered by the host campus, the faculty member of record receives the student credit hours for all students enrolled. In other words, the campus where the course is offered receives the credit unless there is a side agreement.

Course approval on the host campus:

Course approval is the domain of each campus Academic Senate committee. The course approval committee on the host campus reserves the right to review courses being offered with a distance-learning modality. Nevertheless, UCEP strongly affirms the value of distance taught courses, especially in curricular areas such as less commonly taught languages where valuable and strategic linguistic resources are unevenly distributed throughout the UC campuses.

Publicity on distance offerings throughout the UC:

A system-wide Web site with listings of all courses available to any student through distance-learning technology should be set up and maintained by UCOP. Likewise, the registrars should provide students a transparent system for publicizing the intercampus offerings and the SR 544 enrollment procedure in a special section of the schedule of classes.

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Enclosure 5
Academic Council
Agenda 6/23/04

SANTA BARBARA • SANTA CRUZ

OFFICE OF THE PROVOST AND SENIOR VICE PRESIDENT—
ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

September 15, 1999

CHANCELLORS

Dear Colleagues:

I am enclosing a copy of a letter from Aimeé Dorr informing me of the passage of Academic Senate Regulation 544 (SR 544) establishing concurrent enrollment for UC students at both the undergraduate and graduate levels. I have asked my staff to work with appropriate groups and individuals on your campus to develop an implementation plan for SR 544.

Aimeé wrote the Senate Divisional Chairs, so they have been informed as well.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Judson King".

C. Judson King
Provost and Senior Vice President—
Academic Affairs

Enclosure

cc: (w/enc.)
President Atkinson
Academic Council Chair Coleman
Associate Vice President Galligani
Assistant Vice President Smith
Assistant Vice President Switkes
Council of Vice Chancellors
Graduate Deans
Members, Academic Planning Council

ACADEMIC COUNCIL

SEP 20 1999

RECEIVED



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PHONE: (510) 987-0711
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Assembly of the Academic Senate
Academic Council
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200

June 1, 1999

Richard C. Atkinson, President
C. Judson King, Provost & Senior Vice President, Academic Affairs

Dear Dick and Jud,

It is my pleasure to inform you that the Assembly of the Academic Senate at its May 27, 1999 meeting approved, with just one abstention, a new version of Senate Regulation 544 (SR544) such that SR544 now affirms that UC undergraduate and graduate students resident on one UC campus may concurrently enroll in course(s) offered by other UC campuses and receive course credit for that work. It becomes effective immediately. As I will elaborate later in this letter, the new SR544 is a significant change for the University. It is, in fact, an about-face: Until May 1997 concurrent enrollment was not permitted.

In order to realize the benefits made possible by SR544, UC will need the best efforts of faculty, staff, and administrators on all the campuses. On behalf of the faculty, I ask your assistance in successful implementation of SR544. In particular, I hope you will use the systemwide organizations OP has to let Chancellors, Academic Vice Chancellors, Graduate Deans, and Student Affairs Officers know about the passage of SR544 and request their support in implementing it. In addition, I hope that the Academic Planning Council (APC) will make pursuit of successful implementation of SR544 part of its 1999-2000 agenda, along the lines suggested by some APC members during the discussion of follow-up to the Academic Planning Retreat.

For the record, Senate Regulation 544 reads as follows:

- A. A UC student's home campus must permit a student in good standing to enroll simultaneously in courses offered by the home campus and in course(s) offered by any other UC campus. However, non-home campuses are not obliged to accept enrollment by students from other UC campuses. Each campus may set an upper limit on the total number of non-home campus simultaneous enrollment units or courses its own student may apply toward graduation requirements.
- B. In order to ensure that the units will count toward any requirements, including unit requirements, students in residence at their home campus must inform the home campus in writing before enrolling in a course offered by another UC campus. This may be accomplished by electronic or conventional means, according to the home campus's procedures.
- C. If the student wishes a simultaneous enrollment course taken on a non-home UC campus to satisfy a breadth, major, or other specific requirement (other than unit credit), the student is responsible for determining that an existing formal agreement establishes that the course will satisfy the requirement OR for securing approval, in advance of registering, from the relevant academic unit on the home campus. If these requirements are not met, the home campus may refuse to allow the course to satisfy specific requirements (other than unit requirements).

Please note that SR544 applies to both undergraduate and graduate students matriculated at any UC campus. It establishes that any course offered by a UC campus is acceptable for unit credit at any other UC campus. It also permits faculty (acting through departments, Senate committees, and the like) on any UC campus to decide that courses offered by other UC campuses count toward satisfaction of particular degree and/or graduation requirements, e.g., general education, language, American cultures, major preparation, or major requirements. It provides each campus with various safeguards, including the opportunity to limit the total number of units a student could take in concurrent enrollment on another campus, when students from other UC campuses would be permitted to enroll in a course on the campus, and what courses would count toward satisfaction of specific requirements other than units. SR544 acknowledges that we are one university, as well as separate campuses, and offers students and faculty the opportunity to take advantage of the best we have to offer them. It will facilitate the offering of courses taught via distance education technology and joint degree programs. It could help preserve specialized programs and save campuses from expending resources on their own version of something available to their own students on another campus.

At the same time that I am writing to ask your assistance in implementing SR544, I am also writing to the divisional Senates to request their assistance (see enclosed letter). We will all need to work together. Administratively, we will need to figure out how to make enrollment, recording of grades, and other "mechanics" work. It is possible that we will need to address issues of financial aid, loan eligibility, student head counts, and work load. On the faculty side, we will need to consider course comparability and how best to advise students, decide when to enroll students from other campuses, and so forth. There is probably more to do, and there are certainly people and groups other than those I've identified who will need to be involved.

We will encounter challenges in implementing SR544, but the effort seems well worth it because of the benefits possible for our students and our faculty. We look forward to working with you and others in order to implement SR544 successfully.

Cordially,



Aimée Dorr, Chair

Encl.

cc: Academic Council
L. Beutler, UCEP Chair
C. C. Calvert, CCGA Chair
M. Bertero-Barceló, Council Director
B. Marton, UCEP Analyst
J. Whalen, CCGA Analyst
Divisional Senate Chairs



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 Academic Council
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June 1, 1999

Robert Brentano, UCB Division Chair
 John Vohs, UCD Division Chair
 James Fallon, UCI Division Chair
 Vickie Mays, UCLA Division Chair
 Irwin Sherman, UCR Division Chair

John Goodkind, UCSD Division Chair
 Svein Øie, UCSF Division Chair
 Richard Watts, UCSB Division Chair
 Helene Moglen, UCSC Division Chair

Dear Colleagues,

As you know, the Assembly of the Academic Senate at its May 27, 1999 meeting approved, with just one abstention, a new version of Senate Regulation 544 (SR544) such that SR544 now affirms that UC undergraduate and graduate students resident on one UC campus may concurrently enroll in course(s) offered by other UC campuses and receive course credit for that work. It becomes effective immediately. As faculty, we realize that the new SR544 is a significant change for the University. It is, in fact, an about-face: Until May 1997 concurrent enrollment was not permitted.

In order to realize the benefits made possible by SR544, UC will need the best efforts of faculty, staff, and administrators on all the campuses. I ask your assistance in successful implementation of SR544. In particular, please share this letter with those Divisional committee chairs and campus administrators essential to implementing SR544. Your Committee on Rules and Jurisdiction almost certainly needs to be involved in order to be certain Divisional regulations conform to SR544. In addition, you will probably want to ask relevant Senate committees to consider Divisional policies about various implementation elements of SR544. I don't know what else you will need to do from the Senate side, but I'm sure you will.

For the record, Senate Regulation 544 reads as follows:

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academic unit on the home campus. If these requirements are not met, the home campus may refuse to allow the course to satisfy specific requirements (other than unit requirements).

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At the same time that I am writing to ask your assistance in implementing SR544, I am also writing to President Atkinson and Provost and Senior Vice President King to request their assistance (see enclosed letter). We will all need to work together. Administratively, we will need to figure out how to make enrollment, recording of grades, and other "mechanics" work. It is possible that we will need to address issues of financial aid, loan eligibility, student head counts, and work load. On the faculty side, we will need to consider course comparability and how best to advise students, decide when to enroll students from other campuses, and so forth. There is probably more to do, and there are certainly people and groups other than those I've identified who will need to be involved.

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Cordially,



Aimée Dorr, Chair

Encl.

cc: R. C. Atkinson, UC President
C. J. King, UC Provost & Senior Vice President
Academic Council
L. Beutler, UCEP Chair
C. C. Calvert, CCGA Chair
M. Bertero-Barcelo, Council Director
B. Marton, UCEP Analyst
J. Whalen, CCGA Analyst
Maureen Morley, UCB Division Director
Marcia Thomson, UCD Division Director
Pat Hopster, UCI Division Director
Peggy Sundstrom, UCLA Division Interim Director
Marlene Odel, UCR Division Director
Judy Morales, UCSD Division Director
Renee Goetz, UCSF Division Director
Claudia Chapman, UCSB Division Director
Mary-Beth Harhen, UCSC Division Director