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

November 15, 2004

**M.R.C. GREENWOOD**  
**PROVOST AND SENIOR VICE PRESIDENT, ACADEMIC AFFAIRS**

**Re: Notice of Assembly Action - Senate Regulation 544**

Dear M.R.C.:

It is my pleasure to inform you that at its November 10 meeting, the Assembly of the Academic Senate amended, by majority vote, Senate Regulation 544 to aid in the seamless transfer of credit among campuses and off-site UC academic programs and online courses.

To enable this legislation, the Assembly approved amendments to Senate Bylaws 170 and 180, which empower the University Committee on Educational Policy (UCEP) and the Coordinating Committee on Graduate Affairs (CCGA) to approve existing UC courses as system-wide courses that should be listed in campus catalogues. This will allow students to sign up for those courses identified as being most frequently taken by non-home campus students and for courses offered by the UC Sacramento and UCDC Centers without having to file additional paperwork. Because of this action, it will now be much easier for students to take advantage of the rich course offerings available at the greater UC.

On a related issue, you may recall that last June then-Senate Chair Larry Pitts asked for your help in encouraging campus administrations to be more efficient and effective in their implementation of SR 544. In making this request, Chair Pitts included with his letter a joint administrative/senate report on intercampus course offerings, which on behalf of the Academic Council he recommended be distributed to the appropriate campus administrators. The report contained suggestions on how intercampus instructional systems might be improved and standardized so that the process runs smoothly for students, faculty and administrators. Has any action been taken on this request and recommendation?

For the record, Senate Regulation 544 was amended 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 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 students 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).

**D. UC courses approved by either UCEP or CCGA, as system-wide courses shall be listed in Divisional catalogues.**

Best regards,



George Blumenthal, Chair  
Academic Council

Copy: Academic Council  
CCGA  
UCEP

bjm

# UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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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 23<sup>rd</sup> 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  
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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.