

Date: December 30, 2013

To: Bruno Nachtergaele, Division Chair, UC Davis Academic Senate

From: Dennis Pendleton, Dean, UC Davis Extension 

Subject: Request review of ASR 554 regarding transcript record for Concurrent Course enrollment

Dear Bruno:

Following our recent conversation and additional consultation with the Academic Senate office, I write to request a review of Davis Division Academic Senate Regulation 554 regarding presentation of student concurrent program coursework on official transcripts. As described below, the one word reference to "extension" in this regulation inhibits new improvements in concurrent program record keeping being proposed by UC Davis Extension and the Division of Student Affairs.

The intent of this request is to allow concurrent coursework to show on the UC Davis transcript, with appropriate notation of the course as having been taken through concurrent enrollment by a non-matriculated student. This revision will support administrative changes to enable record management of all UC Davis course work in the student information system of record, Banner, thus enhancing service to and support for students, faculty and staff. By removing "extension" from ASR 554 (see full text below) UC Davis Extension, the Office of the University Registrar and the Student Affairs Office of Technology can proceed with administrative and technical changes to the Student Information System (SIS) to provide for management of records for concurrent students in UC Davis classes in the same database as that used for matriculated students. Important academic record management tools may then be used for concurrent students; these tools include consolidated class rosters, online course materials access, class emails intended for the entire class, grading and grades management, and the academic advising transcript that shows all UC Davis coursework.

Please initiate the appropriate review for this requested change to ASR 554. In addition to providing the background and supporting information below, I am available to discuss questions regarding this request with Academic Senate members or staff.

Background: The Concurrent Courses program (known as UC Davis Open Campus) is a public access program at all UC campuses, enrolling approximately 300 students per quarter at UC Davis on a space available basis. This campus educational outreach program is administered through UC Davis Extension with substantial course enrollment revenue shared annually with academic departments. Over the years UC Davis Extension has managed the application, enrollment, fees, grading and transcript processes for Open Campus students through the Extension business system. Over

the last decade implementation of new technological classroom support systems for UC Davis courses has resulted in students who are not in the UC Davis SIS (Banner) not having equal access to classroom resources and ongoing interaction with the instructor and other students.

Request: Revise ASR 554 to remove “extension” from the reference “University extension transcript.” This revision will allow Open Campus coursework to be presented on the UC Davis transcript, with appropriate Concurrent Course notation. Once this revision is in place, other administrative changes to the UC Davis SIS to support management of Open Campus student enrollments in the main campus SIS can be made. These are strictly administrative changes that would improve services to Open Campus students and UC Davis faculty and staff supporting those students with no changes in the policies and procedures for managing Open Campus (concurrent) enrollments. In particular, technological changes will provide Open Campus students with access limited to course-related services, will record coursework as non-degree, and will present academic records on the UC Davis transcript with distinct reference to courses having been completed through the Open Campus program.

Rationale: Students enrolled through Open Campus are disadvantaged by exclusion from the SIS database, which supports timely access to course materials on SmartSite, and class communication tools, including class email messages and the Warn Me system. In addition, faculty and academic support staff do not have a single source for class rosters and grade management. Continuous technological improvements have created inefficiencies or exclusions due to course records being maintained on separate student databases. Faculty and staff are challenged to treat Open Campus students equitably when extra effort is required to keep them advised of class assignments, updates and test results. As provided by Academic Senate action in 2003 (amending ASR 554), Open Campus course work is accepted for “university unit, subject and grade-point credit” upon admission/readmission. Unfortunately, UC Davis academic advisors who direct students to take classes through Open Campus to help correct deficiencies cannot use SIS based advising tools to monitor student progress or efficiently review Open Campus credit. The “transferred-in” credit is recorded as “UC transfer” credit and not presented sequentially with other course details on the UC Davis transcript.

Supporting information: The related changes to record management are designed to improve administrative efficiencies and service to multiple consumers of the UC Davis SIS. Other self-supporting programs already included in the SIS provide administrative and procedural models for the relatively straightforward technological changes needed to incorporate Open Campus enrollments into the UC Davis SIS.

Administrative Implementation: After approval of this requested revision, UC Davis Office of the Registrar (OUR), Student Affairs Office of Technology (SAOT) and UC Davis Extension Student Services will work collaboratively to identify specific technological and administrative changes required to implement the inclusion of Open Campus students into the UC Davis SIS. These offices will draft a development and

administrative agreement to outline work to be completed by SAOT, OUR or UC Davis Extension and identify how costs incurred to benefit the self-supporting program will be funded. Upon inclusion of Open Campus course enrollments into the UC Davis SIS, UC Davis Extension will remain the Open Campus administrative office using UC Davis SIS tools to manage application, enrollment, and payment processes. After implementation, the UC Davis transcript would be used for Open Campus coursework completed in subsequent terms.

Key to Request for Regulation Revision: While changes to support the improvements described above are essentially administrative, without an update to the regulation it would be inappropriate and inefficient to manage Open Campus enrollments in the UC Davis SIS, and transcripts for Open Campus coursework, in separate databases. With this revision, Open Campus coursework will be indicated on the university transcript with designator "XDC," as required by UC Davis Academic Senate Regulation 554,

Requested change: Davis Division Regulation 554 revised as follows. A single word deletion is indicated by ~~strikeout~~.

554. Credit for Concurrent Courses

Senate Regulation 800(C) defines concurrent courses as those in which both matriculated resident (regular status) students and University Extension students are enrolled and in which resident students receive grade-point and degree credit. Enrollment in such Extension courses offered on the Davis campus shall be denoted by the designator "XDC" on University ~~extension~~ transcripts and be accepted for university unit, subject and grade-point credit upon a student's subsequent admission or readmission to regular student status in accordance with the following conditions. (En. 05/07/03)

- (A) Students on leave of absence and regular status students when matriculated, or regular status students for a period of one calendar year following the last term of regular enrollment may not enroll in concurrent courses. Exceptions to this policy for undergraduate students may be made under extraordinary circumstances by petition with the prior approval of the Dean of the appropriate college and the Dean of University Extension, or their designees. Graduate students requesting exception to this policy must obtain the prior consent of the Dean of the Graduate Division in addition to the Dean of University Extension.
- (B) Concurrent Extension courses do not count toward satisfaction of the University residence requirement (SR 630) or the residence requirements specified by the Davis Division, the student's college or, in the case of a graduate student, the Graduate Council.
- (C) Students enrolled in concurrent Extension courses are subject to the same Academic Senate and Davis Division regulations and guidelines concerning enrollment and grading as regular status students in the corresponding courses.

- (D) Concurrent Extension courses may constitute at most half of the units offered in satisfaction of the upper division requirements of the major.
- (E) Regulations permitting further restrictions on the number of units of concurrent Extension course work that may be applied to undergraduate degree programs shall be established only by the faculty of the appropriate college or, in the case of graduate degree programs, only by the faculty of the appropriate Graduate Program and authorized by the Graduate Council. In such instances, the allowable number of units of concurrent course work will be determined chronologically, starting with the course completed first. Grade point credit for the concurrent courses shall be determined in the same manner.