

Policy for Undergraduate X and XI courses

Process for Establishing an Undergraduate XI course at UCI

An "XI" course is a University Extension course equivalent to a regular session UCI course. An XI course must have a corresponding academic department course listed in the UCI General Catalogue, and must follow the same curriculum, texts, and course description as the corresponding course. The approval process for new X and XI 1-100 courses and instructors of those courses requires submission of a packet of materials which includes course information and an instructor dossier. When proposing an XI course, please follow these steps:

1. UCI Extension initiates the XI approval process and submits a Course Action Form with appropriate documentation (including the most recent syllabus used for the course) to the academic department and requests approval for the course from the department chair and School dean. The course action form contains the catalog description, prerequisites, any GE credit, total units, and delivery mode (hybrid, online, lab, lecture etc.). The original Course Action Form for the course is not needed.
2. If the course is new to the campus, the XI Course Action Form may be submitted simultaneously but approval of the regular session course must be obtained before the XI course can be approved.
3. For XI courses not being taught by UCI ladder ranked faculty member with expertise in the area of the course, an instructor dossier must be submitted (see below).
4. The CAF and packet materials go to the Subcommittee on Courses (SCOC) for approval.
5. If the XI course is approved, SCOC notifies Extension, the department, the Registrar and the Editor's office of the approval.

Instructors of XI Courses

An instructor's dossier is required as part of the review for all instructors unless the instructor is a ladder ranked faculty teaching in their area of expertise. The dossier contains a biography of the instructor (current within 24 months), the course description, the course outline and three letters of reference or cumulative scores and a report of instructor and course evaluations. Approval of the instructor will vary according to the instructor's background, training and employment.

1. Approvals for instructors who are non-UC faculty or UC ladder faculty teaching outside their area of expertise are valid for five years.
2. For instructors who hold a Ph.D. the approval is good for three years.
3. Those instructors who are Ph.D. candidates or persons with teaching experience require annual approvals.

Summer Session

Any course listed in the UCI General Catalogue may be offered in Summer Session. No additional approval is required for these courses to be offered in Summer Session. New or experimental courses, modifications of catalogue courses, and any other instruction not previously approved, which is proposed by a department/program for presentation in Summer Session must follow the normal Academic Senate procedures for course approval. If a course will be offered in Summer Session only, add the following statement to the end of the course description: Offered in summer only.

Online courses

Summer Session, X, and XI courses to be offered on-line must be designated as such on the Course Action Form (CAF) and follow the guidelines for on-line courses. Any course previously approved for in classroom delivery must be resubmitted to the Subcommittee on Courses in order to be approved for online delivery.

Background Information on UCI Extension Courses X and XI

With regard to undergraduate X or XI 1-199 courses only, in the UC Systemwide Senate Regulations, Article 2, Persons in Charge of Courses (800), it states that all members of the University Extension staff who offer courses that are announced as yielding credit toward an academic degree shall be members of University departments in which instruction is offered, or in the case of lower division, and "100" series upper division bearing the prefixes "X," or "XI," shall be endorsed by the Committee on Courses of Instruction concerned acting in consultation with the departments in question.

**TAKEN FROM SYSTEMWIDE REGULATIONS:
Chapter 5. University Extension Credit Courses**

Article 1. Approval of Courses

790.

- A. University of California Extension **courses equivalent to regular session courses** at Berkeley, Davis, Los Angeles, Riverside, Santa Barbara, San Francisco, etc., **which may have credit value** shall be designated by the same numbers with the prefix "XB," "XD," "XL," "XR," "XSB," "XSF," etc., respectively. **(includes XI)**

- B. University of California Extension **courses not equivalent to campus courses, but which may have a credit value**, shall be designated by a number with the prefix "X."

792.

University of California Extension **courses yielding credit toward an academic degree or a professional credential or certificate** shall be approved according to the following procedures:

- C. All lower division, "100" series upper division, and "200" series graduate courses bearing the prefixes "X," "XB," "XD," "XL," "XR," "XSB," "XSF," etc. **(includes XI)** [see SR 790] shall be approved by the Dean of University Extension (or the Dean's authorized representative) and the department concerned, and **then submitted for approval to the Committee on Courses of Instruction** (or other committee having jurisdiction over the corresponding regular courses) in the Division of the Academic Senate on the campus where the courses received departmental approval. Complete approval must be received before any public announcement of such courses is made.