

Policy on Concurrent Enrollment

Background

UC Santa Cruz students are approved to take one UCSC course by enrolling through UC Santa Cruz Extension. Such enrollment falls under the Extension's program called "Concurrent Enrollment." Current policy allows the single course to be taken at any point during the student's UCSC career, but many students opt to take the course as their final course needed for graduation. The course that is completed is noted on an Extension transcript, and the Office of Admissions treats the course as a transfer course when posting the credit.

In the past the Office of Admissions has occasionally been asked to include a Concurrent Enrollment course in the UC/UCSC grade point average computation when the student needed such action to be taken in order to graduate. There has been no consistent application of this action, and this approach was approved by the Committee on Educational Policy on a case-by-case basis.

New Policy

The Committee on Educational Policy (CEP) would like to see a consistent application of course work completed under the Concurrent Enrollment Program for UC Santa Cruz students. This action should include the transfer credits, grade, and grade points that the student has earned in the one allowable course they have completed.

In consultation with the Office of Admissions, CEP adopts the following policy:

1. Only Concurrent Enrollment course work completed since the student first enrolled at UC Santa Cruz falls under this policy.
2. Admissions will apply only the **first course** the student has completed under Concurrent Enrollment after matriculation at UCSC. If the student has completed multiple courses under the Concurrent Enrollment program, only the first course will be reviewed for transfer credit. If the student has completed multiple courses within the same term, a "term average" will be calculated for the purposes of applying to the GPA (see below).
3. In reviewing the course for transfer, Admissions will assign the appropriate unit credit, noting the grade earned for the individual course. The grade points will also be applied toward the UCSC/UC grade point average. For those cases where a "term average" needs to be calculated, the transfer credits will be limited to one course, but the grade points will be averaged between the courses completed. Appropriate grade points will be assigned to the letter grade in accordance with the scale used for regular UCSC course work, as noted in the general catalog.

4. The above action shall also be taken for students that have completed UC course work under another UC Extension's Concurrent Enrollment Program or its equivalent.

The "term average" approach to course transfer, for cases where students take more than one Concurrent Enrollment course, is designed to prevent efforts on the part of students to manipulate their GPAs by selecting the best grade among two or more courses. It is not likely to happen often that students attempt more than one Concurrent Enrollment course, given the clear policy statement against doing so.¹

The Office of Admissions will work in conjunction with the Office of the Registrar to ensure this policy is applied consistently for all undergraduate students. This change will also be noted in the student handbook, *The Navigator*, and the UCSC *General Catalog* as appropriate. Any exceptions to the above policy would require the student to submit a petition for waiver or substitution to the Committee on Educational Policy.

Approved by CEP
Winter 2009

¹ Unfortunately Extension cannot provide UCSC with information about a student's intention to do so before Concurrent Enrollment courses have been taken.