UC MERCED EXTENSION
Professional and Continuing Education

ACADEMIC SENATE HANDBOOK ON UNIVERSITY EXTENSION PROFESSIONAL & CONTINUING EDUCATION

Background and Guidance for Reviewing University Extension Courses and Programs

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Table of Contents

About University Extension 1

University Extension's Academic Programs 3

Courses 6

Approval Process 9

Timing and Extension Review Cycles 11

Important Contacts 13

Appendices 14

- Appendix A: Academic Course Prefixes
- Appendix B: UC Merced Extension Course Syllabus Template
- Appendix C: Certificate Advisory Board Guidelines
- Appendix D: Certificate and Award Types
- Appendix E: UC Merced Extension Course and Certificate Approval Flow Charts

About University Extension

Mission

UC Merced Extension's mission is to build and support a culture of lifelong learning by offering real-world, high-quality, flexible, and innovative educational offerings that empower our diverse community of learners in their pursuit of academic and professional excellence.

Vision

Our vision is to be a broadly accessible bridge between the University of California's academic and research excellence and our diverse community of lifelong learners in California's Central Valley and beyond by offering transformative educational experiences.

Core Values

The UC Merced Extension team values collaboration with community partners to enable social mobility through an agile, responsive, and flexible service mindset for workforce development. We adhere to progressive and cross-functional teamwork that values innovation, transparency, diversity, and inclusion.

- Increase Social Mobility
- Partnership
- Academic Quality & Excellence
- Agility
- Equity, Justice, Diversity and Inclusion
- Forward-Thinking & Innovative
- Flexible Academic Model
- Growth Mindset
- Real-world Instructors/Practitioners of Excellence
- Research-to-Practice

What is Extension?

UC Merced Extension offers access to the university's academic courses through Open University and provides professional courses in a variety of industry fields (education, business, technology, renewable energy, healthcare etc.). UC Merced Extension partners with regional community initiatives and organizations to boost economic and social development with a focus on delivering courses in convenient and flexible formats, including fully online, hybrid, in-person, and custom modalities.

UC Merced Extension offers workforce-responsive, non-degree credentials and credential pathways that provide opportunities to upskill and re-skill. The unit can develop and deliver skills-based, alternative credential programs that align with employer needs and high demand jobs. Alternative credentials are non-degree, professional credit, certificate, stackable, micro-credentials, bootcamps etc.

Programs of Excellence

UC Merced Extension provides a wide offering of professional and continuing education programs, workshops and courses, as described below, that are designed to expand one's professional and personal growth.

Professional Education offers courses leading to certificates and credentials in a variety of industry and specialized workforce areas.

Custom and Corporate Education offers customized programs (seminars, trainings, workshops, bootcamps, courses and/or certificates) tailored to your organization's staff development or executive leadership training needs.

Open University enables students and other individuals to enroll in courses offered on the UC Merced campus without being formally admitted to a degree program.

Teacher Preparation delivers the knowledge and skills to become an effective and certified TK-12 teacher, including teacher professional development offerings for educators to advance their practice and increase their salary.

Degree Completion provides an individualized academic pathway toward a UC Merced degree to returning students from UC Merced or other schools who have not yet completed all degree requirements. It is jointly administered by University Extension and the School of Social Sciences, Humanities and Arts.

Dual Enrollment courses offer pre-college credit to introduce advanced High School students into the academic fields provided at UC Merced. (Example –eSports Management, Child Development and Care Dual Enrollment)

University Extension's Academic Programs

Overview

The majority of courses offered by UC Merced Extension are unique to (offered only by) Extension. Of these, most are developed as part of Extension certificate programs. Most Extension programs do not have a formal application/admission process and may be earned by anyone who meets prerequisites and completes all of the program requirements. Students may opt to take all courses in a certificate program and earn a certificate or take single courses to develop specialized skills or knowledge in a particular area. Extension also offers courses that are not part of certificate programs that are taken for personal enrichment or to acquire a particular set of skills and knowledge in a content area. Extension unit allocations are calculated according to the same policies as those followed by Undergraduate Council and Graduate Council per Academic Senate Regulation (SR) 760. It is important to note that Extension courses are often not offered in traditional 15-week semesters. Unit allocations are still calculated according to the total number of hours that would be required if the course was offered in a 15-week session. For example, if a course is taught over a six- week period, students still have to be in class for a total of 15 hours to earn one semester unit.

Characteristics of Alternative Credentials: Professional Certificates, Specialized Study Programs, Credentials, Post-Baccalaureate Programs and Post-Graduate Certificate and Diplomas (See **Appendix D**)

- non-degree programs that offer specialized knowledge and skills in a particular field
- less extensive than a master's degree
- may or may not require application/admission process
- can be taken on a part-time basis to accommodate full-time workers
- typically take less than two years to complete
- can be offered in an intensive, full-time format that permits students to complete a certificate during the summer or other calendar year breaks
- intensive summer format may be useful for UC Merced undergraduates or recent graduates to provide specialized knowledge or skills that will increase their employability upon graduation
- developed and updated in consultation with advisory boards of distinguished professionals with academic training and professional experience in the area of study
- programs are typically designed to cover important concepts, principles and theory as well as working knowledge and skills immediately applicable in the workplace
- Extension recruits instructors, via UC Merced AP Recruit, who are experienced, well-educated professionals who have made significant contributions to their fields and are

current leaders and innovators in their professions. Qualifications must include a master's degree in a related field, minimum of 5 years of professional experience in a closely related field or publish research in the closely related field, demonstrated theoretical and practical knowledge in the designated topic area, and experience teaching or providing professional development in the topic.

- UC System-wide defined Professional Certificate: requires 8 or more semester units
- Specialized Study certificate programs: fewer than 8 semester units
- Advanced Certificate: 18 semester units or more, does not require a bachelor's degree
- Post-Baccalaureate Program: Post-baccalaureate study is for students who have already received a bachelor's degree from an accredited institution and want to complete additional college coursework
- Post-Graduate Certificate:
    - 8 semester units or more
    - Primary audience is visiting international students who have a bachelor's degree. Beneficial to students interested in gaining additional skills and knowledge in their chosen subject as well as for those who seek to improve their language skills to the level needed for graduate school or employment.
    - Typically 12-14 weeks of full-time study
- Post-Graduate Diploma
    - 18 units or more
    - 9-month academic programs, primary audience is visiting international students
    - Post-graduate diplomas are recognized by employers in many countries
    - Usually includes one-term internship or field placement in a company
    - International students who complete a year-long diploma program should be eligible for Optional Practical Training (OPT) that allows them to stay in the U.S. to work for a year
    - May include one term of coursework in a School or College that is partnering with Extension through Concurrent Enrollment/Open University

Teacher Credentials and Supplementary Authorizations

- Credential and authorization programs will have already been reviewed and approved by the California Commission on Teacher Credentialing (CTC). There are specific competencies that CTC requires to be included in credential programs
- Admission requirements apply. For credentials that serve in-service educators, students must already hold a teaching credential

Does it matter if an Extension course or certificate covers the same content area that is being taught in a School or College?

Extension programs do not compete with those offered by campus academic units. Extension serves students who are non-degree seeking but are most often in pursuit of knowledge and

skills that will help them advance in or prepare for new careers. A high percentage of Extension students have a Bachelor's degree, may have Master's degrees, and are full-time working professionals. The field of study may be similar, and content will be based on current research and theory, but Extension courses and programs will focus on applied learning and include training in specific areas for professional reskilling and upskilling.

Courses

Extension's Course Numbering System

University Extension's course numbering systems follows the Regulations of the Academic Senate - Part III (universityofcalifornia.edu) SR 790.

- Reviewed by Undergraduate Council:
  - 1-99 – Lower division
  - 100-199 – Upper division
- Reviewed by Graduate Council:
  - 200-299 – Graduate division
  - 300-399 – Extension credit courses usually in education, designed to serve the needs of professional upgrading, in- service education requirements, basic and specialized credentials
  - 400-499 – Extension credit, postgraduate level courses designed for professional and occupational upgrading and specialization
    NOTE: 400-level courses may be transferred in as credit in a graduate degree program (maximum 8 sem. units), but only if the academic unit permits the course to count toward degree requirements for a Master's or Ph.D.
- Extension Dean's (or designee's) final approval
  - 800-899 – Noncredit personal enrichment courses providing opportunities to pursue intellectual, civic and cultural interests

In addition to the numbering schema, the University uses letter designations preceding the "course number" to indicate Extension's agency in offering the course, and to indicate the Senate division offering academic approval, as follows:

- An "X" prefixed to the course number indicates that the course bears University-level academic credit, and that the course is offered through Extension. When the "X" appears alone, the Extension course has no counterpart in the UC Merced curriculum, although the content meets the standards for the course series. (Courses numbered 700 and above offered through Extension are not prefixed with an "X" as they bear no credit.)
- The "X", modified with a Senate-= Division designator such as "M", indicates that the course bears University-level academic credit, that it is offered through Extension, and that the course is by Senate Regulation 790 considered "equivalent" to a course offered in the regular curriculum of the Senate Division which approved the course. ("M" indicates Merced. "B"

indicates Berkeley, "SB" indicates Santa Barbara, “CAL” indicates a #790systemwide course, etc.)

Modalities/Delivery Methods

The following is a brief definition to clarify course units and activities. UC Merced courses are categorized by the following instructional delivery modes:

Traditional Face-to-Face: 100% to 70% of course contact hours are delivered in person with the outstanding percentage of contact hours (between 0% and 29%) delivered online or via other distance education technologies (e.g., videoconference, etc.). Per the UC Merced Credit Hour Policy, contact hours are defined as the number of in-class hours in lecture, seminar, discussion, field, laboratory, tutorial, and/or studio. Non-contact hours are the number of hours students are expected to dedicate outside of the classroom in support of each in class element, based on the instructor’s assessment of required activities (i.e., assignments, fieldwork, laboratory work, performance, practice, preparation for exams, reading, research, and writing) and specified learning objectives for the course. (For example, a 4-unit class expects 12 hours of work per week per 15-week term. This typically consists of 3 hours of in-class time – contact hours - and 9 non-contact hours of work done outside of the classroom per week.)

Off-site: Courses are offered at a location other than an accreditation-approved site. Accreditation-approved sites may include UC Merced Campus or the Downtown Center. Commonly used with field study courses.

Teacher In-services & Corporate Education Contract Programs: These courses can be offered as non-credit, professional credit, or continuing education units (CEUs). They are offered at a school site or company location. For these, Extension partners with a business or school district to offer classes or specialized training to their employees at their place of work. If participants are to earn Extension credit (typically 300-level or 400-level courses) the courses must be approved by the Graduate Council. See Extension Credit Services.

Intensive Programs: Extension sometimes offers a certificate or other program in an “intensive” format so that it may be earned in a shorter period of time. This format is especially helpful for students who are unemployed, or who are able to use summer vacation times to attend classes for 4-6 weeks. Working with cohorts, courses that are not prerequisites for one another can be integrated to make instruction more effective. Students complete assignments and projects during the evening and on weekends and after the intensive sessions conclude. All Extension programs offered in intensive formats meet unit allocation guidelines and are approved by the Undergraduate or Graduate Council, as appropriate.

Online: 0% of course contact hours are delivered in person and 100% are delivered online or via other distance education technologies. There are no in-person meetings. Curriculum is delivered online, synchronously or asynchronously, and the course utilizes discussion boards, videos, links to internet sites that have real-time data or functionality which allows real-time observation of classrooms, demonstrations, etc., and websites. This delivery method is often used because Extension offers trainings, courses and programs which are intended for specialized audiences that are in areas scattered throughout the region, state and country.

Hybrid/Blended: Fewer than 70%, but more than 0%, of course contact hours are delivered in person with the outstanding percentage of contact hours (30% or more, but less than 100%) delivered online or via other distance education technologies. This modality blends online and in-person delivery and, as such, has some in-person meetings but a substantial portion of the contact hours are conducted online or via other distance education technologies (e.g., class lecture meets in person whereas the discussion section meets online). When counting toward a degree, all hybrid courses are considered online education.

Hybrid Flexible: "Hyflex" modality blends online education and in-person delivery. During course contact hours, students have the option of participating in person or online or, over the course of the semester, via a combination of both. When counting toward a degree, all hyflex courses are considered online education.

Course units per weekly hours for synchronous online or hybrid courses are calculated at the same rate as traditional in-person courses. The Online Supplemental Questionnaire is provided for all online and hybrid courses being submitted to the Senate Committee for review.

Approval Process

Flow charts detailing review stages for University Extension course and certificate approvals can be found in Appendix E.

Courses

The process for approving **courses** is outlined in Chapter 5 of the system-wide Regulations of the Academic Senate titled University Extension Credit Courses (Regulations of the Academic Senate). Credit courses are reviewed not only by the Director organizing the course at Extension and the Dean of Extension (or designee) but also the Chair or Dean of the corresponding academic department on campus or their designees and then the appropriate undergraduate or graduate academic senate committee.

What should Department Chairs, and School Deans or their designees look for when asked to review a course?

Course syllabi are developed by course authors recruited through AP Recruit. Course Authors and Instructors are required to use the Extension Syllabus Template when designing and delivering courses (See Appendix B for Syllabus Template). Syllabi are reviewed and approved by Campus Assessment, Extension Director, and the Extension Dean (or designee) for academic rigor, unit allocations, student assignments, pacing, etc. before the course is sent to the corresponding campus department, school or college. Campus Department Chairs or Deans (or designees) are the final approvers for the X300 and X400 level courses unless there is no relevant Department.. In that case the appropriate Senate committee, Undergraduate Council (UGC) or Graduate Council (GC), will be the final approver(s) of the course(s). Reviewers should look at the hours/units, learning objectives, text/materials, assignments, and grading standards and methods to confirm that proposed courses have the academic quality and rigor expected of a UC Merced course. (SR 792B, UCM GC Policy)

Certificates

The authority for approving University Extension **certificates** is outlined in Graduate Council's Bylaws (B. 6 and 13). The process is identified in the UC Merced Academic Senate Teaching and Education Policies. Certificates are reviewed by the Director organizing the program at Extension and approved by the Dean of Extension (or designee). Campus Department Chairs or School Deans (or designees) next review and approve the certificate proposal before the Graduate Council reviews as the final approving body.

What should the Graduate Council look for when asked to review an Extension Certificate?

Input from professional advisory boards help develop programs for which there is a current demand that cover content and skills valued by employers or potential students (See Appendix C: Advisory Board Guidelines). Certificates represent a content area that has academic credibility. Certificate programs are also reviewed by a Department Chair or Dean (Curriculum Advisory Board (CAB) in the case of Education programs) that is most closely aligned with the content area. Graduate Council has the final review and approval of Certificate Programs. Committee members should ask questions if there are concerns about the credibility of a content area, intended audience, or selection of courses to be included in a certificate program.

Proposals and the Review Process

University Extension Course and Certificate proposals will be reviewed in accordance with the policies and procedures of the Systemwide and UC Merced Academic Senates as well as WSCUC. Specific policy references are below:

- Graduate Course Request and Approval Process
- Undergraduate Council Procedures and Policies for Approval of New Undergraduate Courses and Undergraduate Course Changes
- University Extension Non-Degree Programs
- Systemwide Regulations of the Academic Senate Part III. Colleges, Schools, and Graduate Divisions; Chapter 5 University Extension Credit Courses

Timing and Extension Review Cycles

The timing of the review of Extension courses and certificate proposals and the meetings of the Graduate Council are designed to coincide with predicted stages of publication of the UC Merced Extension class schedules to the website. For *standard* open enrollment courses and programs, a marketing window of 4-6 months prior to the course start date is preferred. Because all courses and certificates must be fully approved prior to being advertised, the meeting of the Committee needs to occur before the schedule of classes is live. For *custom* courses and programs, a marketing window is not required. However, partner agencies who work with Extension to create and deliver customized curriculum typically request very quick implementation, often within 2-3 months from idea to delivery. Therefore, an *Expedited Review* may be requested when the course or certificate is submitted for approval. Per Graduate Council's Policy on Establishment of UC Merced Extension Non-Degree Programs (Section IV. A.), each party in the review process is expected to expedite (ideally, a one business week turnaround) the consideration of pending proposals.

Extension will submit program and course proposals following the timeline below:

Standard Open Enrollment

Approval Submission	First Course/Program Offering
Summer	Spring
Fall	Summer
Spring	Fall
Early Fall (Aug-Oct)	Late Spring (Mar-May)

Why such a quick review timeline or Expedited Review requests?

A typical Extension scheduling and approval cycle takes approximately 10-12 weeks. This includes convening advisory boards (for new programs), determining which courses need to be taught in the following semester, identifying needs for new instructors and new courses, collecting references, finalizing proposals, internal routing and Extension's academic leadership review and approvals. Because Extension students are not matriculated and may or may not choose to enroll in and pay for courses each semester, Extension must provide time for class schedule distribution as well as time for students to make decisions about enrollment. As Extension is charged with scaling it's self-support operation and quickly development programming to meet the regional workforce

development and employer skills gaps needs, we aim to thoughtfully and expediently deploy new programs in topic areas that are reflective of current market demand conditions.

Important Contacts

UC Merced University Extension- Division of Continuing and Professional Education

Annette Roberts Webb, Dean
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Fanis Tsoulouhas, Associate Dean and Professor of Financial Management
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Michael Pierick, Director
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Appendix A –Academic Course Prefixes

ABN	ABN Facilities
ADJUS	Administration of Justice
AHS	Art History
ANTH	Anthropology
ARBC	Arabic
ARC	Archeology
ARLC	Arabic Literature and Culture
ART	Art (Studio)
ASC	Animal Science
ASLT	Asian Literature
AST	Asian Studies
ASTR	Astronomy
BCH	Biochemistry
BIEN	Bioengineering
BIOL	Biology
BMSC	Biomedical Sciences
BPSC	Botany/Plant Sciences
BSAD	Business Admin.
BSWT	Basic Writing
BUS	Business
CBNS	Cell Biology & Neuroscience
CEE	Chemical Environ Eng
CHE	Chemical Engineering
CHEM	Chemistry
CHN	Chinese
CLA	Classics
CMDB	Cell, Molecular, & Dev. Biology
CONF	Conferencing
CPAC	Comparative Ancient Civilization
CPLT	Comparative Literature
CRWT	Creative Writing
CS	Computer Science
DNCE	Dance
ECON	Economics
EDUC	Education
EE	Electrical Engineering
EEOB	Evolution Ecology and Organismal Biology
ENGL	English
ENGR	Engineering
ENSC	Environmental Science
ENTM	Entomology
ENTX	Environmental Toxicology
ENVE	Environmental Eng
ERT	Earth Science
ETST	Ethnic Studies
EUR	European Studies
FREN	French
FVC	Film and Visual Culture
GBST	Global Studies
GEN	General Interest
GEO	Geosciences
GER	German
GRK	Greek
GSCI	General Science
HASS	Humanities & Social Sci
HISA	History of the Americas
HISE	History of Europe
HIST	History
HMDV	Human Development
HNPG	Honors Program
HSC	Health Sciences
INDO	Indonesian
ITAL	Italian
JPN	Japanese
JRN	Journalism
KOR	Korean
LABR	Labor Studies
LATN	Latin
LAW	Law
LGBS	Lesbian Gay Bi-Sexual Studies
LIFE	Life Society
LING	Linguistics
LNCR	Learning Center
LNST	Latin American Studies
LTLG	Literatures & Language
LWSO	Law & Society
MATH	Mathematics
MCBL	Microbiology
MCS	Media and Cultural Studies
ME	Mechanical Engineering
MGT	Management
MSE	Material Sci. & Engineering
MUS	Music
NEM	Nematology
NRSC	Neuroscience
NUR	Nursing
NUT	Nutrition
OLLI	Osher Lifelong Learning Inst.
PBPL	Public Policy
PED	Physical Education
PHA	Pharmacology
PHIL	Philosophy
PHYS	Physics
PLPA	Plant Pathology
PLS	Plant Sciences
PORT	Portuguese
POSC	Political Science
PSYC	Psychology
PUB	Public Health
RE	Real Estate
RLST	Religious Studies
RUS	Russian
RUSN	Russian Studies
SCI	Science
SEAS	Southeast Asian Studies
SOC	Sociology
SPN	Spanish
STAT	Statistics
SWSC	Soil and Water Sciences
TAG	Tagalog
THEA	Theatre
URST	Urban Studies
VITE	Viticulture and Enology
VNM	Vietnamese
WLT	World Literature
WMST	Women's Studies
WRLT	World Literature

Appendix B: UC Merced Extension Syllabus Template

UC Merced Extension
Syllabus

I. Course Information
Course Title & number:
Course Modality: Choose a format.
Course location: address/room number or online.
Course start and end dates:
Number of Semester Units and hours:

II. Instructor Contact Information
Name:
Time Zone: time zone you are located in an online course (delete if non-applicable)
Email address: insert email here
Phone number: (111)111-1111.
Website or weblog: website or weblog url (delete line if non-applicable)
Response time via email: Click here to enter text.

III. Course Description
Provide a description in paragraph form. If the course is already approved by the Academic Senate, this course description paragraph will be populated by the UC Merced Extension staff. If the course is new, please draft the first iteration of the new course description.

Course Learning Outcomes
List the course learning outcomes (CLOs)of the course -- what can students expect to learn by the end of the course? Learning objectives should be linked to assessments and assignment outcomes. Reference document for creating CLOs
Instructional methods
How will the course be taught?
(If online): The course can be accessed at https://cole2.uconline.edu.

IV. Course Prerequisites
List any courses or other prerequisites students should have met prior to beginning your course

V. Required course materials
Provide a list of required books, software or other materials. Include ISBN, edition, and publication year for all required texts. Textbooks must have been published within the last 5 years unless there is a legitimate justification for the use of a text published more than five years ago. Indicate where students can purchase/download the materials. If they need to download, open and view PowerPoint, PDF or other files, include links to the PowerPoint viewer and Adobe Reader.

VI. Course Organization & Assignments
Let students know how your course is organized (by week or topic) – please provide a table of dates for easy reference. (If online, include where students can find the necessary files and assignments they will need to complete the course).

Week #	Class Date	Topic	Assignment/ Assessment	Learning Outcome(s)
1				
2				
3				
4				
5				
6				
7				
8				

Letter Grade	Percent Grade	4.0 Scale		Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0		C+	77-79	2.3
A	93-96	4.0		C	73-76	2.0
A-	90-92	3.7		C-	70-72	1.7
B+	87-89	3.3		D+	67-69	1.3
B	83-86	3.0		D	65-66	1.0
B-	80-82	2.7		F	Below 65	0.0

VII. Assignment Grade Value

Let students know the graded assignments and the points or percentage that each assignment is worth so students can track their grade progress.

Assignment	Points	Value/Percentage of Grade Total

VIII. Grading Policy and Grade Scale

Your grading policies should be clearly stated in the syllabus. Include a grading scale, and if you grade on a curve, explain how you calculate the grades. Indicate how many points are possible for each assignment. Explain your policy on late work and missed tests.

For Extension grading policies and information about Incomplete grades go to:
https://extension.ucmerced.edu/resources/student-resources-policies

IX. Work to Credit Ratio

Students participating in credit level work are required to complete a minimum of 45 hours of work per unit. These 45 hours are broken down into 15 hours of required instruction time paired with 30 hours of outside work for students, such as written assignments, lab time, homework and/or reading.

Example: 1 Semester Unit= 15 instruction hours + 30 hours of outside work (such as homework, online activities, etc.)

Example 2: 3 Semester Unit = 45 instruction hours + 90 hours of outside work. Working adult students can expect to spend approximately 15-20 hours per week participating in this course if the 3 semester unit course was scheduled across 8-9 weeks.

X. Course Attendance / Participation Clarify your course attendance and participation expectations here.

XI. Course Evaluation
All students will receive an email prompting them to complete an anonymous course evaluation. Students have a limited amount of time to respond to the evaluation survey. UC Merced Extension strongly encourages all students to complete the course evaluation promptly after receiving the email. Student feedback is very valuable. The information collected is used to evaluate course effectiveness and instructor performance. As well, the information aids Extension in determining future course offerings and provides Extension with a mechanism to better serve students.

XII. Student Email Accounts
Your email account is an important tool for your participation in this course. Make sure that your mailbox has enough room to accept messages and attachments. If you are using an email account provided by your employer, check to see that your account can receive email from outside your local network. School districts frequently reject emails from our server because of filtering software and many students never receive course announcements or other materials. Additionally, do not use an automated responder with the email account you are using with your course. If you have concerns about getting unwanted emails because your email account is visible to others in your course, set up an account specifically for your online course using a free service (Google, Yahoo, Hotmail).

XIII. Plagiarism
All written work must be the product of the student submitting the work. While students may be permitted by the instructor to work together on in-class assignments, all work done outside the classroom must be done by the student without collaboration or sharing with other students or non-students. Credit must be given for any material used which is not created by the student, including images. If a student is determined to have violated this policy, he/she will receive a zero for the assignment and be reported to the Program Director. A second finding of plagiarism or cheating will result in the student being withdrawn from the course by the instructor and reported to the Registrar.

Academic Integrity at UC Merced --
https://osrr.ucmerced.edu/academic-integrity

UC Merced Policy on Plagiarism and Academic Integrity--
https://osrr.ucmerced.edu/sites/osrr.ucmerced.edu/files/documents/academic_honesty_-_800.pdf

XIV. For Online Courses:
Introduction
UC Merced Extension utilizes Canvas to deliver its online courses. Canvas is compatible with the latest versions of Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Internet Explorer.

Necessary Technical Skills
In order to complete this course, you should know how to:

- Access websites and search for material online
- Create and send documents as email attachments.
- Download and open files on your computer.
- Save files in required formats (MS Word, PDF) and upload them to your class

If you need additional instruction you may access "Getting Started with Canvas" on the Canvas website at: https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student

Security
If you access the course from a public computer, be sure to log out of the course and completely close the browser when you are done. This will prevent others from accessing the course using your student identification. Do not share your Login ID and password with others.

Participation Guidelines

- Appropriate clothing for a classroom setting is required. Otherwise, video should be disabled.
- Check the forums frequently.
- Use the email subscription feature to receive email alerts when someone posts to the forum. Keep your responses on the topic of discussion.
- Use informative titles with your forum posts.
- Use capitalization to highlight a point, but don't post messages in all caps. This is usually interpreted as shouting.
- Think about what you have written before you post it to the forum. Canvas allows 30 minutes for you to reconsider and edit your message before others see it.
- Cite all quotes, references, and sources.
- Keep your postings brief, but when you need to write something longer, you can warn others at the start of your post that it is lengthy.
- Be careful how you use humor online. It's not as easy to tell that something is a joke as it might be in face-to-face communication. Use emoticons such as the smiley face :-) to indicate humor.

Online Presence

Add your expectations for students' online presence in your class. Examples: Your online presence is an important part of the class. You should log on at least twice a week and make contributions to the online forums. Responding to someone's forum post with "Yes, that's a good point" or "I agree with that" doesn't count as adding to the discussion. Start a new topic or make a substantive contribution to the existing discussion.

Participation in the online forums each week is **required** to earn a passing grade in this course.

Course Modality Definitions

Online or Hybrid courses include blended or online education elements. The following is a brief definition to clarify course units and activities. UC Merced courses are categorized by the following instructional delivery modes:

▪ Traditional Face-to-Face – 100% to 70% of course contact hours are delivered in person with the outstanding percentage of contact hours (between 0% and 29%) delivered online or via other distance education technologies (e.g., satellite, audioconference, etc.). Per the UC Merced Credit Hour Policy, contact hours are defined as the number of in-class hours in lecture, seminar, discussion, field, laboratory, tutorial, and/or studio. Non-contact hours are the number of hours students must dedicate outside of the classroom in support of each in class element, based on the instructor's assessment of required activities (i.e., assignments, fieldwork, laboratory work, performance, practice, preparation for exams, reading, research, and writing) and specified learning objectives for the course. (For example, a 4-unit class expects 12 hours of work per week per term. This typically consists of 3 hours of in-class time – contact hours - and 9 non-contact hours of work done outside of the classroom per week.)

▪ Hybrid/Blended –Fewer than 70%, but more than 0%, of course contact hours are delivered in person with the outstanding percentage of contact hours (30% or more, but less than 100%) delivered online or via other distance education technologies. This modality blends online and in-person delivery and, as such, has some in-person meetings but a substantial portion of the contact hours are conducted online or via other distance education technologies (e.g., class lecture meets in person whereas the discussion section meets online). When counting toward a degree, all hybrid courses are considered online education.

▪ Hybrid Flexible, i.e. "Hyflex" - modality blends online education and in-person delivery. During course contact hours, students have the option of participating in person or online or, over the course of the semester, a combination of both. When counting toward a degree, all hyflex courses are considered online education.

▪ Online Education: 0% of course contact hours are delivered in person and 100% are delivered online or via other distance education technologies. There are no in-person meetings.

Course units per weekly hours for synchronous online or hybrid courses are calculated at the same rate as traditional in person courses.

Support If you have any questions related to Canvas, please email extension@ucmerced.edu or contact your instructor. Problems with your login and course access should be sent to extension@ucmerced.edu.

Appendix C: Advisory Board Guidelines

Guidelines for Advisory Board Establishment and Review of UC Merced Extension Certificate Programs

Guideline 1- Definition: A certificate program is the highest level of sequential courses providing instruction in a coherent body of knowledge and leading to the attainment of a specified set of learning objectives.

Guideline 2- Membership: An advisory board should be formed for each certificate program or for a specific cluster of industry-related certificates. It should comprise of diverse individuals whose expertise is relevant to the program such as practitioners in the field, prominent industry decision-makers and others with demonstrated competencies, experience, or perspectives useful in developing and reviewing the objectives of the program. While membership may include existing or prospective instructors, the composition of the board should not consist solely of instructors. Members should see the value of serving on a UC Extension certificate board and value the opportunity to network with other industry leaders. In addition, members should be:

- Knowledgeable about the trends, developments and issues related to the program.
- Selected from local, state and national organizations and associations related to the program.
- A high-profile member of the community that the program serves and not currently affiliated with the institution.
- Representatives from the Program staff in an administrative support and quality control role.

Guideline 3- Expectations:

- Board Members are asked to commit to 2-4 meetings (held in person or via webcast) during the program and curriculum development phase.
- Under the guidance of the Program Coordinator/Director, the Board will actively participate in development of the certificate program and in the review of subsequent curriculum changes.
- Advise Program staff on admissions standards for student selection, as appropriate
- Assist in securing competent instructors
- Inform the program about changes and trends in the field
- Assist in assessing the job market and in exploring and developing career opportunities.
- Assist in identifying apprenticeships, mentorships and internships opportunities.
- Assist in publicizing the program; build strategic alliances
- Assess the effectiveness of the total program in terms of curriculum and objectives, and graduate performance.
- Maintain an understanding of trends in education.

Guideline 4- Review: Certificate programs shall be reviewed at least every five years. Such review will result in a written report composed by the Program Coordinator/Director to be approved by the Dean and will include a review of student evaluation data, graduation rates, relevancy, and profitability. Regularly scheduled meetings with the program's instructors, Director, and Program staff should be held at least once annually. Advisory Boards will be reconvened to meet to update curriculum in line with industry standards, and review the delivery methods, program structure, and viability. Revisions of curriculum may result in

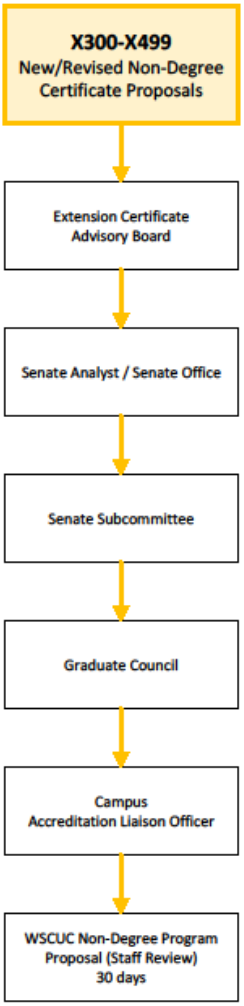
re-approval from the Academic Senate. Per GC Policy, modifications to an existing course [or program] may fall into one of the two categories: substantive or non- substantive. Substantive Changes are: New Description, Unit Change, Grading Option Change, Instructional Modality Change, and Add Conjoined or Cross-listing. All other changes are considered non-substantive modifications, and may be requested using the Abbreviated Form, which does not require GC approval. The explanation box should briefly describe the reason for the proposed change, and, when proposing a unit increase, provide the justification for the increase. In the case that a program review's written report indicates substantive changes are needed, the updated program along with the written report will be routed to interested parties, including the Academic Senate. Additionally, University Extension will request time on the Academic Senate agenda (at least once per year) to present on the unit's initiatives, overall goals and priorities, programmatic portfolio, new program development, community engagement and student outcomes.

Appendix D: UC Merced Extension Certificate and Award Types

UNITS	HOURS	COURSE LEVEL	LANGUAGE/MAY BE CALLED	CERTIFICATE DESIGN
18+ units	280 hours of credit coursework	300 or 400 (in some cases courses numbered 1-299 may also be included) XM	• Post Graduate Diploma (requires successful completion of at least 3 years of Bachelor's degree) • Advanced Certificate (does NOT require Bachelor's degree) • Post Baccalaureate Certificate	• Gold seal • 8.5 x 11 solid beige cardstock • Signed by the Dean
8.0 + units	120+ hours of credit coursework	300 or 400 (in some cases courses numbered 1-299 may also be included) XM	• Post-Graduate Certificate (requires successful completion of at least 3 years of Bachelor's degree) • Professional Certificate (does NOT require Bachelor's degrees)	
4.0-7.9 units	60-119 hours of credit coursework	300 or 400 (in some cases courses numbered 1-299 may also be included) XM	• Specialized Training Programs • Specialized Professional Programs • Specialized Study Programs • Professional Sequence Award • Professional Achievement Award • Similar name as identified in a program approval memo signed by the Dean	
Any units	Any hours of credit course work	300 or 400 (in some cases courses numbered 1-299 may also be included)	• Completion Award Or • Participation Award	• Gold print seal on beige paper • 8.5 x 11 paper • Signed by Director
Any unit	Any hours of non-credit coursework	800 level with CEUs or 900 level	• Attendance Award Or • Completion Award	
	Any program not defined above for which students attend but are not evaluated	Any	• Attendance Award Or • Completion Award	• Blue seal • 8.5 x 11 paper beige paper • Signed by the Director

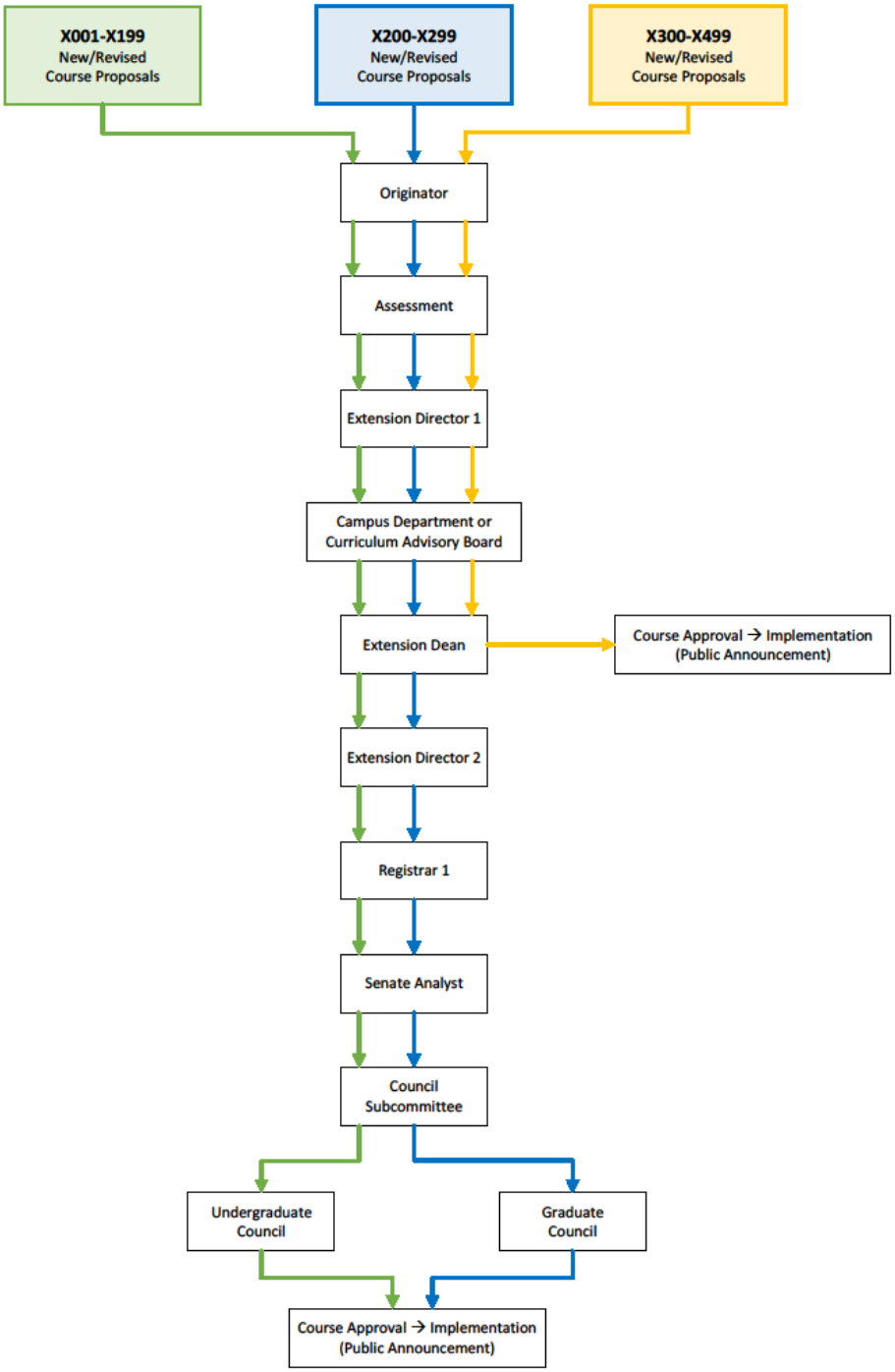
Appendix E: UC Merced Extension Course and Certificate Approval Flow Charts

UC MERCED EXTENSION NON-DEGREE CERTIFICATE PROPOSAL WORKFLOW



Certificates may be advertised upon submission with notation of "Pending WSCUC Approval."
Upon full WSCUC approval, certificate may be advertised without notation.
Note: Course(s) rejected or requesting additional information or clarification return to the prior step and do not proceed.

UC MERCED EXTENSION COURSE APPROVAL WORKFLOW



Note: Course(s) rejected or requesting additional information or clarification return to the prior step and do not proceed.