

## UC SAN DIEGO EXTENSION POLICIES, TERMS, AND CONDITIONS

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### ADMISSION TO THE UNIVERSITY OF CALIFORNIA

Participating in a UC San Diego Extension educational program does not in itself provide preference in admission to any University of California degree program. Students who are interested in applying to these programs should refer to the UC Admissions website or the admissions office of the UC campus they wish to attend for details about the admissions process.

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### TRANSFERRING UC SAN DIEGO EXTENSION CREDIT

Many UC San Diego Extension courses can be transferred to UC San Diego or other colleges or universities. The transferability of credit is determined solely by the receiving institution. Students should discuss how individual courses will transfer with the Registrar's office at the receiving institution prior to enrollment at UC San Diego Extension.

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### STUDENT INFORMATION AND PRIVACY POLICY

UC San Diego Extension is committed to complying with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the State of California Information Practices Act of 1977. We do not disclose information from student educational records unless authorized by the student, or if required by the law.

The principal purpose for requesting personal information such as name, address, or Social Security number is to enroll the individual as a student with UC San Diego Extension. Failure to supply this information will delay or may even prevent enrollment in UC San Diego Extension courses or programs.

The information provided may be used by various University departments to verify student enrollment status and, if required by law, will be disclosed to State and Federal governmental entities. Students have the right of access to their records by contacting the UC San Diego Extension's chief operating officer.

UC San Diego Extension is also committed to complying with the Family Educational Rights and Privacy Act of 1974 (FERPA). We do not disclose information from student educational records unless authorized by the student, or if required by the law.

A complete description of these regulations is available at <http://extension.ucsd.edu/>.

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### STUDENT CONDUCT

All UC San Diego Extension students are part of the UC San Diego community and are expected to follow university and UC-wide policies, including the [Student Conduct Code \(http://students.ucsd.edu/student-life/organizations/student-conduct/regulations/22.00.html\)](http://students.ucsd.edu/student-life/organizations/student-conduct/regulations/22.00.html). The UC San Diego Student Conduct Code represents the pride and values that define our community, and include the [UC San Diego Principles of Community \(https://ucsd.edu/about/principles.html\)](https://ucsd.edu/about/principles.html), which further illustrate the expectations for all members of our community. The Code defines our community's applicable standards and authorizes the administration of student conduct at UC San Diego Extension. The Code applies to all UC San Diego undergraduate, graduate, professional school, and Extension students.

Reports of alleged violations involving sex offenses, including sexual assault and sexual misconduct, will be handled under the policies and procedures set forth in the University of California's [Sexual Violence and Sexual Harassment Policy \(http://ucsd.edu/catalog/front/shpp.html\)](http://ucsd.edu/catalog/front/shpp.html). Reports of alleged violations of academic integrity will be handled under the policies and procedures set forth in the [UC San Diego Extension Academic Integrity Policy \(http://extension.ucsd.edu/student/pdf/academicIntegrityPolicy.pdf\)](http://extension.ucsd.edu/student/pdf/academicIntegrityPolicy.pdf).

For more information on each policy, see [Student Rights and Responsibilities \(https://extension.ucsd.edu/student-resources/student-rights-and-responsibilities\)](https://extension.ucsd.edu/student-resources/student-rights-and-responsibilities).

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## ACADEMIC INTEGRITY

UC San Diego Extension values life-long learning and the opportunity to serve individuals, organizations and the community by providing continuing education and degree-related programs that support academic, professional, economic and social development.

To support our efforts, it is essential to create an environment where academics are achieved through one's own efforts. Extension expects that academic study will be applied with honesty, responsibility to scholarship and with original thought. This is a shared responsibility between the Instructors, the Students, and the administration.

Reports of alleged violations of academic integrity will be handled under the policies and procedures set forth in the UC San Diego Extension Academic Integrity Policy.

For more information, see [UC San Diego Extension Academic Integrity Policy \(http://extension.ucsd.edu/student/pdf/academicIntegrityPolicy.pdf\)](http://extension.ucsd.edu/student/pdf/academicIntegrityPolicy.pdf).

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## NONDISCRIMINATION AND SEXUAL HARASSMENT

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

In accordance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, UC San Diego Extension strives to provide equal access and an exceptional learning environment for all students.

For the complete description, see [Services for Students with Disabilities \(https://extension.ucsd.edu/student-resources/Services-for-Students-with-Disabilities\)](https://extension.ucsd.edu/student-resources/Services-for-Students-with-Disabilities).

If students have questions about student-related nondiscrimination policies or concerns about possible discrimination or harassment, they should contact the Office for the Prevention of Harassment and Discrimination (OPHD) at (858) 534-8298, [ophd@ucsd.edu](mailto:ophd@ucsd.edu), or [reportbias.ucsd.edu](http://reportbias.ucsd.edu). Students are encouraged to seek assistance as soon as possible, as time limits may apply to complaint resolution processes.

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## FEE CHANGES

All fees, including course fees, are subject to change without notice. UC San Diego Extension courses are priced individually, not per unit. For current course fees, please see the [individual course web pages \(https://extension.ucsd.edu/courses-and-programs\)](https://extension.ucsd.edu/courses-and-programs).

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## GRADES

### Grading Options

Students have the option to choose how they want their course(s) graded: a letter grade, pass/no pass, or not for credit. Not all grading options are available for all courses. If a grading option is not selected, the default grading option will be assigned.

For most courses, the student may change their grading option at any time before the final class meeting (by 11:59 p.m. on the day before the published end date for online courses) or before final grades are posted, whichever comes first. Concurrent enrollment courses are held to UC San Diego's deadlines.

For more information, view our [Grading Options policy \(https://extension.ucsd.edu/student-resources/registration-policies-and-procedures\)](https://extension.ucsd.edu/student-resources/registration-policies-and-procedures).

### Incomplete Grades

An Incomplete "I" is a temporary grade students can request via petition when sudden serious medical situations, compulsory military service, or other extenuating circumstances beyond the student's control such as family emergencies prevent the on-time completion of course requirements.

For more information, view our [Incomplete Grades policy \(https://extension.ucsd.edu/student-resources/Academic-Information\)](https://extension.ucsd.edu/student-resources/Academic-Information).

### Grade Changes and Appeals

All grades are determined by the instructor and (with the exception of "I" grades) are considered final when they are submitted. An instructor may request a change to a final grade if there has been an error in calculation or transcription of the grade.

#### Grade Appeal Procedure

Students who believe their grade was improperly assigned or that they received a grade based on non-academic criteria have the right to question and appeal the final grade. Grounds for an appeal are limited to administrative error, work turned in to the instructor that was not included in the total score, and/or improper grading procedures. No grade may be changed more than one calendar year from the time it was recorded.

For more information, view our [Grade Appeal Procedure \(https://extension.ucsd.edu/student-resources/Academic-Information\)](https://extension.ucsd.edu/student-resources/Academic-Information).

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### DROPPING COURSES

Students must submit all drop requests to Student Services in writing. Notifying the instructor of the intent to drop or not attending does not constitute dropping a course. Drops are effective as of the date on which Student Services receives the written request, regardless of when the student ceased attendance.

Students should drop courses before the official drop deadline to avoid a negative impact on their academic record. Students who enroll in a course but do not attend should drop the course prior to the final class meeting. Instructors do not have the authority to drop students who do not attend their courses.

#### Drop Deadline

Most courses can be dropped at any time before the final class meeting (by 11:59 p.m. on the day before the published end date for online courses) or before final grades are posted, whichever comes first. Concurrent enrollment courses are held to UC San Diego's policies and deadlines, which may differ from Extension's policies and deadlines.

#### Refund Policy and Deadline to Drop for a Refund

To be eligible for a refund, students must submit a written drop request for the course prior to the published refund deadline. Refund deadlines are unique to each course and can be found in the course information at <http://extension.ucsd.edu/> and in the "My Courses" section of My Extension. Students who drop after the refund deadline, even if they enrolled after that date, will not receive a refund.

Concurrent enrollment courses are held to UC San Diego's policies and deadlines, which may differ from Extension's policies and deadlines.

Some fees, including late fees, certificate fees, and some materials, technology and lab fees are non-refundable.

#### Drop and Refund Petitions

Students may file a petition for a retroactive drop, refund, or grade forgiveness after the refund deadline if they are unable to continue enrollment for various reasons.

For more information, view the [Refund Petitions policy \(https://extension.ucsd.edu/student-resources/Tuition-and-Fees\)](https://extension.ucsd.edu/student-resources/Tuition-and-Fees).

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### CREDIT CARD REFUNDS AND DISPUTES

Refunds for courses dropped prior to the refund deadline are processed within seven to ten business days. All refunds for payments made by credit card are issued to the card used during the original transaction. If the credit card used for the original transaction has expired, a credit may be issued to the student's UC San Diego Extension account in lieu of a refund. This credit can be used toward additional courses and fees at UC San Diego Extension and is good for 15 months from the date the credit is issued.

Credit card purchases are protected under the Fair Credit Billing Act. For more information, please visit the Federal Trade Commission website. Disputing a credit card purchase does not constitute officially dropping a course. Students still need to follow the required procedure to drop a course.

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## RETURNED CHECKS

There is a \$25 service charge for checks returned due to insufficient funds, stopped payments or closed accounts. If the bank returns your check for any reason, you are still responsible for full payment unless you [officially drop the course](#) prior to the refund deadline.

In the event of a returned check, we will place a hold on your student record and will not approve any further enrollment or transcript requests until you have paid your account in full. We permanently revoke check-writing privileges for all two-time offenders.

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## TRANSFERRING COURSES

Students who wish to transfer from one course to another must submit a request in writing. Because a transfer is a drop/add, students must submit the request to Student Services before the published refund deadline of the course they wish to drop.

If the transfer results in a balance due, the student will be responsible for payment before their request can be processed. If the transfer results in a credit, the student will be refunded that amount per the Refund Policy.

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## WAITLISTS

When a course reaches its maximum enrollment capacity, a waitlist may become available. Any eligible student wishing to enroll in a course that has reached its capacity may request to add themselves to one section of that course's waitlist.

Being on a waitlist does not guarantee registration in the course or that a new section will be made available.

A student on the waitlist is not officially enrolled in the course and is not eligible to attend or receive a grade in the course.

Students are not eligible to be waitlisted for a course if they have a hold on their account which blocks enrollment (such as a financial hold) or if they do not meet the course prerequisites.

### Waitlist Procedure

Student Services tracks and manages all waitlists. As seats become available, Student Services will email eligible students in the order in which they were waitlisted to proceed with enrollment. It is the student's responsibility to check their email every day and respond by the specified enrollment deadline. Students who do not respond will be skipped, and their spot offered to the next person on the waitlist.

As a courtesy to others, students who decide that they do not want to enroll in a waitlisted course should drop themselves from the waitlist.

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## CANCELED COURSES

We reserve the right to either cancel courses that do not meet minimum enrollment requirements before they begin or discontinue those courses after the first meeting. If a course is canceled for any reason, enrolled students will

receive an email notification and a refund of any tuition fees. We recommend registering early to ensure that the course you want to take is not canceled due to low enrollment.

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## STUDENT RESPONSIBILITIES

Students receiving some types of financial assistance such as Veteran's Educational Benefits and Workforce (WIOA) funds are held to specific academic standards to be eligible to use the benefits provided by that program. These requirements include, but are not limited to, reporting enrollment status changes and Satisfactory Academic Progress.

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## REPORTING ENROLLMENT STATUS CHANGES

All VA and WIOA funded students are responsible for notifying our VA/WIOA Coordinators immediately of any action affecting their enrollment status—whether adding, dropping, or changing the grading option for a course. Failure to do so may result in termination of benefits.

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## SATISFACTORY ACADEMIC PROGRESS (SAP)

As a non-degree granting professional education institution, UC San Diego Extension does not have a Satisfactory Academic Progress (SAP) or Academic Good Standing policy to place students on academic probation or dismissal. However, some programs may have specific requirements to continue enrollment within that program. Those requirements are listed with the published certificate information.

Additionally, the law requires that all students receiving Veterans Education Benefits make satisfactory progress toward the completion of their stated training objective. The following policy applies to all students receiving Veterans Education Benefits and to students receiving any other type of financial assistance requiring Satisfactory Academic Progress.

- **Minimum Standard:** To meet UC San Diego Extension SAP standards students must maintain a cumulative and term grade point average (GPA) of at least 2.0 on a 4.0 scale.
- **Financial Assistance Probation:** Students are placed on financial assistance probation if their cumulative or term GPA falls below 2.0.
- **Termination of Benefits:** A student's financial assistance will be terminated if their cumulative or term GPA remains under 2.0 for a second consecutive term.
- **Reinstatement of Benefits:** The student's benefits may be resumed after the end of a term in which they successfully raise both their cumulative and term GPAs to 2.0 or higher. Students are required to pay for tuition & fees for each term until they have raised both GPAs to a 2.0 or higher.