

UC Davis Policy and Procedure Manual

Chapter 210, Instruction

Section 15, University Extension Programs—Distribution of Concurrent (Open Campus) Course Income

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Responsible Department: University Extension

Source Document: Presidential Delegation DA 2559

I. Purpose

This section outlines policy and procedure regarding the use of University Extension concurrent course fee income from the Concurrent Program (also called [UC Davis Open Campus](#)).

II. Definition

Concurrent course--a regular University course that is opened to University Extension students on a space available basis after enrollment of regularly registered students and with prior approval of the instructor.

III. Policy

- A. The concurrent course program is self-supporting based upon student fees approved by the Dean--University Extension.
- B. Departments participating in the concurrent course program receive a portion of the student fees to reimburse them for marginal instructional costs incurred in their participation in the program. The library receives reimbursement based upon the number of library cards issued to concurrent students.

IV. Procedures

- A. Annual planning procedure

University Extension submits the concurrent course income projection as part of the annual budget submission, and budgets income and expense in a designated University Extension account.
- B. Current-year allocation procedure
 - 1. University Extension completes the following:
 - a. Establishes enrollment and withdrawal dates.
 - b. Prepares a quarterly report specifying participating departments, enrollments per course, departmental share of fee income, and advising departments that University Extension will make a budgetary transfer from its reserve funds to the department for its share of the income listed.
 - c. Prepares budget adjustment documents.
 - 2. The department receives current-year budgetary allocation of reserve funds at the end of each quarter.
 - a. Funds may be expended for instruction and research at the discretion of the department chair.
 - b. Funds may be expended during the current year or may be carried forward to subsequent fiscal years.

V. Further Information

Additional information is available from [University Extension](#), (530) 757-8777.

VI. References

[Office of the President: DA 2559, Delegation of Authority--Set Miscellaneous Student Fees and Deposits, Course Materials and Services Fees, Service Charges, and Summer Session and University Extension Fees.](#)