

# 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

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#### I. Purpose

This section outlines policy and procedure regarding 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 of 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
  1. University Extension submits concurrent course income projection as part of the annual budget submission, and budgets income and expense in the University Extension Concurrent Course account (CONCRNT).
    - a. The portion of income used for reimbursing instructional departments and library is budgeted in Special Items (SUB3).
    - b. Any necessary changes to budgeted income and expense may be made during midyear budget adjustment.
  2. The Program Planning and Budget Operations Section of the Office of Resource Management and Planning reviews and approves the concurrent course income projection.
- B. Current-year allocation procedure
  1. University Extension completes the following:
    - a. Establishes enrollment and withdrawal dates to permit firm calculation of total income by beginning of the seventh week of each quarter.
    - b. Prepares 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; and distributes the report by the beginning of the seventh week of instruction.
    - c. Submits to Accounting and Financial Services, a DaFIS Current Budget document

allocating funds from University Extension Reserve OP Fund 75090 to participating departments for each department's share.

2. Accounting and Financial Services prepares a Fund Balance Adjustment document (FB) to transfer funds from University Extension OP Income Fund 20300 to University Extension Reserve OP Fund 75090 in response to each quarterly DaFIS Current Budget document.
3. 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, <http://extension.ucdavis.edu>.