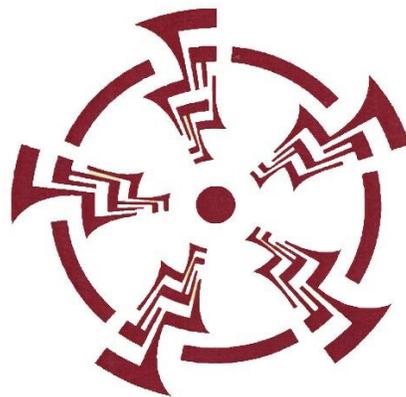


TLCEE Course and Student Guide

Fall 2016



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The following information is compiled directly from the UCLA Extension Directory. This was compiled with the intent to have a quick and easy locator of policy that directly effects the TLCEE Leaders Program and students.

We have included the “url” for all sections that we have sited. Highlighted within this document, in red, are areas in which most frequently asked questions are located.

Section 1: Courses Offered and Description

Within our TLCEE mission and our *San Manuel Agreement* we have a core component that supports a pipeline program for our Native students to pursue higher education. Working within the parameters of what exists within the TLCEE program we have created a youth initiative in which we have created hybrid cohorts of native high school teens throughout Southern California and prepare them towards higher education. Working with UCLA Admissions we created the “Tribal Leaders” Project which our Native High School students can take our online courses and earn university credit. This ideal is that they will have a greater opportunity to demonstrate their ability to take higher educational courses to our universities and to gain experience of a university course.

Course offered through our TLCEE Leadership program provide a broad overview of the most important issues involved in tribal legal studies, including an overview of tribal government, the history of tribal court systems, legal structure of tribal courts, tribal court criminal and civil jurisdiction, roles in tribal court systems, tribal court management, due process, appellate courts, the Indian Civil Rights Act, and the Indian Child Welfare Act. In staking these courses students receive an introduction to the basic concepts of legal studies and the legal studies program along with contemporary issues affecting Indian Country.

The following are our courses offered and their description that make up our Leaders Certificate Program.

Courses Offered and Description:

INTRODUCTION TO TRIBAL LEGAL STUDIES | LAWX490 | 4.5 Units

This course provides a broad overview of the most important issues involved in tribal legal studies, including an overview of tribal government, the history of tribal court systems, legal structure of tribal courts, tribal court criminal and civil jurisdiction, roles in tribal court systems, tribal court management, due process, appellate courts, the Indian Civil Rights Act, and the Indian Child Welfare Act. Students receive an introduction to the basic concepts of legal studies and the legal studies program. The course addresses tribal common law and traditional dispute resolution methods, including an extensive examination of the process of the incorporation of tribal custom and tradition into the court system and the development of tribal common law. Students also study issues involved in the development and implementation of such traditional dispute resolution mechanisms as peacemaking courts.

TRIBAL CULTURAL RESOURCE PROTECTION IN CA-THEORY AND PRACTICE | AMIND X490.05 | 4.5 Units

This course explores the topic of tribal cultural resource protection and management with emphasis on the challenges faced by tribal peoples from the lands now known as California. Indigenous people in the United States have been struggling to protect resources and places with tribal cultural value from exploitation and destruction since the launch of western expansion into this continent. The course examines the significance, importance, and protection of tangible cultural resources, including sacred places. It will explore the resources in connection with indigenous life ways and identity as well as from the perspective of other interested and invested parties, including western perspectives on resource treatment and management. The course will include a survey of the archaeological, political and legal institutions and systems that address and influence tribal cultural resources. It will explore the practical and academic methods available to protect and manage the resources with an emphasis on understanding culturally appropriate methods of treatment.

ECONOMIC DEVELOPMENT AND NATION BUILDING IN NATIVE AMERICA |
AMIND X492.03 | 4.5 Units

Economic development is a critical challenge across Native America. On many reservations, employment opportunities are scarce, reliance on public assistance is high, and the local economy is weak. Yet on other reservations, tribes have established thriving economies, some based on Indian-owned ventures and others on partnerships and external investment. Some of these reservation economies generate employment and income that extend beyond the borders of their reservations. While some of the variation in economic performance can be explained by underlying levels of natural resources, human capital, and other factors, research has shown that tribes that maintain strong and capable institutions of self-governance, a long-term vision for the tribal economy, and a purposeful regard for matching business initiatives to the values of their tribal cultures enjoy significantly improved chances of economic success.

This course acknowledges the impact of the nation building approach to tribal economic development — an interdisciplinary view that recognizes that developing a vibrant economy is as much a political, cultural, and social challenge as it is an economic one. Given the heterogeneity of Native cultures and the circumstances in which they are located, no one solution can work in all settings. Instead, the course seeks to equip current and future leaders with the skills to think analytically about economic development strategies from their respective cultural contexts.

WRITING INTENSIVE TO TRIBAL NATION BUILDING | LAW X490.06 / 3 UNITS

This course uses the unique phenomena of American Indian Tribal Nationhood to teach underclass students fundamental writing and rhetorical skills of doing research, crafting an argument/thesis, providing supporting evidence, and constructing complete paragraphs and formal essays. Students will examine how tribes build governmental and economic development institutions and how they formalize them through constitutions and legal codes. Moreover, they will consider the history of these institutions and what influences their structure—that is, the relationship between Western civic modes and indigenous notions of nationhood/peoplehood. The writing component of this class will ask the students to analyze and write about how Western and indigenous governmental structures are rhetorically framed and how this shapes the way tribes build nations and indigenize their political economies.

Section 2: Academic Credit (<https://www.uclaextension.edu/pages/str/formsCredit.jsp>)

Credit Status

UCLA Extension courses may qualify for academic credit, provided a passing grade is achieved. UCLA Extension also offers continuing education units in a number of disciplines (see below).

- For Credit Letter Grade: Your work will be evaluated by the instructor using letter grades, and the grade and the academic credit (measured in units attempted) will appear on your transcript. Units will be considered earned with a grade of D - for undergraduates and C - for graduate/professional level courses. This option is not available for 800-series courses.
- For Credit - Passed/Not Passed or Satisfactory/Unsatisfactory: Your work will be evaluated and either a P or NP (S or U for graduate/professional level courses) will appear on your transcript along with the credit units attempted. Units will be considered earned with a passing grade. This option is not available for 800-series courses.
- Not For Credit/Noncredit or CEU: Your work will not be evaluated (you are not required to take exams or complete projects). If the course offers academic credit, your enrollment will be recorded on your

transcript with a grade of N. If the course offers CEUs, they will be recorded on your transcript provided your instructor certifies your participation.

- Do Not Record: Your work will not be evaluated (you are not required to take exams or complete projects). Your transcript will not reflect your enrollment in the course. You may enroll in any Extension course with this option except concurrent courses prefixed "XLC".

Continuing Education Units

Continuing Education Units (CEU) represent a non-graded method of measuring professional level education opportunity to further the objectives of professionals in their fields. Grades are not issued for CEU-bearing courses in accordance with standards established by the International Association of Continuing Education and Training. Students who satisfactorily participate are awarded 1 CEU for every 10 contact hours of instruction.

Students may petition the Enrollment office for changes to credit status, or to withdraw from classes, prior to the administration of the final examination. (After the midpoint of the course, a change in credit status to one requiring assessment of student work will be permitted only with the endorsement of the instructor-in-charge.) Under no circumstances may a change in credit status or withdrawal be approved for a student who has sat for a final examination. No formal withdrawal is needed for students enrolled in courses numbered X 300 to X 499.

Transfer Degree Credit

Many UCLA Extension courses qualify for academic credit at UCLA and other colleges and universities. *All course numbers on this site prefixed with an "X" will lead to the award of academic credit upon satisfactory completion.*

- The transferability of credit to a particular program at another school, college, or university is determined solely by that program's governing body.
- Having full course descriptions in addition to transcripts can inform such decisions.

Course Numbers

Academic credit is measured in quarter units, reckoned at 8.33 hours of contact instruction per unit. Records prior to 1965 are measured in semester units. The appearance of a calculated grade point average will relate exclusively to work leading toward the award of a formal academic testimonial. Ad hoc course work in continuing education at this institution is not subject to GPA calculation.

XL 1 to XL 199: These courses are equivalent to undergraduate courses offered by the UCLA regular session. All XL courses are transferable for unit and subject credit toward the Bachelor's Degree at all campuses of the University of California. Up to 36 units of credit earned in the XL 1-199 course series can be accepted for unit, subject, and grade credit toward a bachelor's degree at any campus of the California State University system (CSU). Courses numbered 1 to 99 are considered lower division (freshman/sophomore); those numbered 100 to 199 are considered upper division (junior/senior).

X 1 to X 199: These courses are structured in accordance with requirements for UCLA undergraduate courses, but include subject matter not part of the regular undergraduate curriculum. While no courses are exactly equivalent to these are offered in UCLA's regular session, X 1 to X 199 courses are transferable for unit credit toward the Bachelor's Degree at all campuses of the University of California. Up to 36 units of credit earned in the X 1-199 course series can be accepted for unit, subject, and grade credit toward a bachelor's degree at any campus of the California State University system (CSU). Applicability for subject credit is typically determined

by the UCLA student's major department, and by other institutions upon consideration of the full course description.

Special enrollment requirements for courses numbered 1 to 99, 100-199, and 900-999: In lower division instruction (1-99), students must be high school graduates with a "B" average or one year of college, or consent of instructor based on special attainments (i.e., a superior high school record, special competence in a particular subject matter area, or other recognized criteria). In the upper division (100-199), two years of college or consent of instructor based on special attainments is required. There are no age limitations or restrictions in preparatory and high school level instruction (900-999).

XLC 1 to XLC 199: Undergraduate concurrent enrollment courses (i.e., UCLA regular session undergraduate courses in which UCLA Extension students may concurrently enroll) are transferable for unit, subject, and grade-point-average credit toward the Bachelor's Degree at UCLA's College of Letters and Science, School of the Arts and Architecture, and School of Nursing.

X 300 to X 399: Professional credit-bearing courses in the field of education, specially designed for teachers and prospective teachers. Major emphasis is on pedagogy, teaching methods and materials, and curriculum design. Credit earned in these courses may lead to advanced standing in baccalaureate degree and teacher credentialing programs.

X 400 to X 499: Generally post-baccalaureate credit-bearing courses and lecture series in professional fields; designed in content, focus, and presentation style to standards of instruction used in degree programs. Credit earned in these courses may lead to the award of formal certificates by UCLA Extension, and may be transferable for advanced standing in degree programs in professional studies elsewhere, subject to the procedures of the receiving institution.

700 to 799: Cultural and general interest courses that do not offer credit. These courses will not appear on student transcripts.

800 to 899: Noncredit courses that offer Continuing Education Units (CEU) and typically present material at the professional level. Grades are not awarded. Students who participate satisfactorily receive one CEU for every 10 contact hours of instruction.

900 to 999: Noncredit programs in which course work is evaluated.

Section 3: Grading Scale (<https://www.uclaextension.edu/pages/str/grading.jsp>)

The UCLA Extension Grading Scale

- A** - Superior
- B** - Good
- C** - Fair
- F** - Failure
- I** - Incomplete (work of passing quality but incomplete; may be revised by completing work as required)
- DR** - Deferred Report (see "[Student Conduct](#) ")
- P** - Passed (work which would otherwise earn a grade of "C" or better in undergraduate level classes)
- NP** - Not Passed (less than "C" in undergraduate level classes)
- S** - Satisfactory (work which would otherwise earn a grade of 'B' or better in graduate/professional level classes)
- U** - Unsatisfactory (less than 'B' in graduate/professional level classes)
- CEU** - Continuing education units earned
- N** - Attended, Not for credit

All grades except Incomplete (' I ') are final when filed by the instructor in the Final Grade Report.

Grade Reports

You can view your grades, request official transcripts, obtain enrollment verification, print receipts and update your personal information when you log in to Student Portal. You may also inspect your grades in person at Student Services, Suite 113, 10995 Le Conte Ave., Los Angeles, CA 90024-1333 or by calling Student and Alumni Services at (310) 825-9971. For official transcripts go here.

For credit-bearing courses presented online, you will in many cases be able to view grades for the constituent exercises through the Learning Management System (LMS, such as *Canvas*). To view your official final grade, log into the Student Portal.

More on Grades

In all courses in which grades are awarded, instructors may grant students up to 1 quarter to make up an **I**. After 1 quarter or sooner if required by instructor an **I** will automatically lapse to an **F**. Grades **A**, **B**, **C**, and **D** may be modified by the suffixes + or -. The temporary grade of **DR** will be posted if allegations of academic dishonesty are pending.

Important: Passed/Not Passed or Satisfactory/Unsatisfactory credit is not acceptable at the University of California for the following purposes: (1) to make up a deficiency, such as grade-point average or subject credit; (2) as evidence of ability to study at university level; (3) to correct probationary or dismissal status; (4) to repeat a course in which a grade of "F" was received; (5) to fulfill prerequisite requirements, except as specifically authorized.

Section 4: Transcripts (<https://www.uclaextension.edu/specialrequest/publicSpecialRequest.do?method=load>)

You may order online at above address

Official Transcript: Standard Delivery \$15.00

Transcript fee is \$15 per copy. Standard Delivery Transcripts are processed and mailed via USPS First Class Mail within 5 business days.

Official Transcript: Rush \$53.00

The Rush Transcript Fee is \$53, which covers the cost of the official transcript and FedEx delivery. Rush Transcripts are processed within one business day and mailed via FedEx Standard Overnight for US addresses, and FedEx International Express for non-US addresses.

Official Transcript: Alumni \$0.00

UCLA Extension Certificate Alumni entitled to Free Transcripts with standard USPS delivery. Transcripts are processed and mailed via USPS First Class Mail within 5 business days.

If you require expedited delivery, you may select Rush.

Section 5: Student Records (<https://www.uclaextension.edu/pages/docs/unexPolicies/SA504.pdf>)

Under provisions of the federal Family Educational Rights and Privacy Act of 1974 ("FERPA," 20 U.S.C. sec. 1232g), students have the right:

- To inspect and review records pertaining to themselves: in their capacity as student;
- To have withheld from disclosure, absent their prior consent for release, personally identifiable information from their student records, except as provided by the Federal Act and University Policies;
- To inspect records maintained by the University of disclosures of personally identifiable information from their student records;
- To seek correction of their student record through a request to amend the records and subsequently through a hearing;
- To file complaints with the Department of Education regarding alleged violations of the rights accorded them by the Federal Act.

Section 8: Student Conduct (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

Underlying our educational mission are basic values that bind students and instructors alike into a community of learners. These values include an expectation for intellectual honesty; mutual trust; the expression of respect to earn its reciprocation; regard for another's right to freedom of thought and belief; freedom of inquiry; joy in learning; freedom from discrimination; and a rejection of all forms of intimidation, harassment, disruption or violence aimed at or resulting in limiting these freedoms, or interfering with a student's, instructor's or staff member's performance of his or her University responsibilities.

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to:

- All forms of academic misconduct including but not limited to cheating, multiple submission, fabrication, plagiarism, or facilitating academic dishonesty;
- Knowingly furnishing false information to the University;
- Theft or misuse of the intellectual property of others, or violation of others' copyrights;
- Coercion regarding grading or evaluation of coursework. Threatening personal or professional repercussions or discipline against an instructor to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework;
- Forgery, alteration, or misuse of University documents, records, keys, or identifications;
- Theft of, damage to, or destruction of any property of the University or property of others while on University premises;
- Unauthorized entry to or use of University properties, equipment, or resources;
- Willful disruption of teaching, research, administration, or other University activities;
- Sexual harassment, sexual violence, domestic or dating violence; or retaliation against those who report these and other forms of misconduct wherever it might occur;
- Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities;
- Physical abuse including but not limited to assault, sex offenses, other forms of violence; threats of violence; or other conduct that threatens the health or safety of any person wherever it might occur;
- Stalking, which is conduct repeatedly directed at another person with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; and where the behavior is reasonably determined by the University to seriously alarm, torment, or terrorize the person, wherever it may occur;
- Disorderly conduct, disturbing the peace, or failure to comply with directions of a University official or Extension instructor acting in the performance of his/her official capacity;

- Selling, preparing, or distributing for any commercial purpose lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course;
- The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in Federal and State law or regulations, on University property or at official University functions;
- The use, possession, sale, distribution, or manufacture of alcohol on University properties or at official University functions which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

If you have been awarded the grade of "DR (Deferred Report)," contact the Dean's Office for assistance in obtaining a final grade, or contact Deansoffice@uclaextension.edu or call (310) 825-2362.

Deferred Reports. Instructors alleging that a student has engaged in academic misconduct such as cheating, multiple submission, or plagiarism will assign the interim grade of "DR" provided the disposition of the charge has not already been determined by the Director of Student Services before the end of the quarter. (See Extension Policy SA501 Student Conduct and Administrative Intervention.) Consistent with regulation A306C of the Los Angeles division of the Senate, upon a finding of academic misconduct no credit shall be extended for any portion of a student's work found to be tainted, but neither shall the student be punished with a grade that is harsher than such a parsed approach would demand. Instructors will be advised of this grading principle, and asked to review the course syllabus to weight the grade appropriately before reporting a final grade in a disciplinary case.