

## **Appendix E – UCLA’s *Stipulated Statement* and Policies**

Appendix E has two sections:

**Part 1:** Contains UCLA’s *Stipulated Statement*

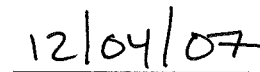
**Part 2:** Contains a list with web-links for all the policies and documents identified in appendix 1 of the *WASC Handbook*.

## Appendix E – Part 1 Stipulated Statement

I, Gene D. Block, Chancellor of the University of California, Los Angeles, hereby stipulate that the:

- The University of California, Los Angeles is using the review process to demonstrate our fulfillment of the two Core Commitments (Institutional Capacity and Educational Effectiveness); we will engage in the process with seriousness, and data presented are accurate and fairly represent the institution.
- The University of California, Los Angeles has published and put in place publicly available policies as stipulated in Appendix I of the *Handbook of Accreditation*. Such policies will be available for review on request throughout the period of accreditation.
- The University of California, Los Angeles will abide by the procedures adopted by the Commission to meet the United States Department of Education (USDE) procedural requirements as stipulated in Section VI of the *Handbook of Accreditation*.
- The University of California, Los Angeles will submit all regularly required data and any data specifically requested by the Commission during the period of accreditation.
- The University of California, Los Angeles has reviewed its degree programs offered by distance learning to ensure that they have been approved by the WASC substantive change process.

  
Gene D. Block, Chancellor

  
Date

## **Appendix E – Part 2**

### **UCLA’s Stipulated Policies**

#### **A. Institutional Integrity**

A1. A widely disseminated, written policy statement of commitment to academic freedom in teaching, learning, research, publication, and oral presentation

1. [Statement on Academic Freedom](#)
2. [UC Policy – Academic Freedom](#)

A2. Due process procedures that demonstrate faculty and students are protected in their quest for truth

1. [Policies Applying to Campus Activities, Organizations and Students](#)
2. [UC Policy for Protection of Whistleblowers](#)

A3. Written policies on due process and grievance procedures for faculty, staff and students

1. [How to File a Complaint or Grievance](#)
2. [Complaint Resolution](#)
3. [Responding to Reports of Sexual Harassment](#)

A4. A clear statement of institutional policies, requirements, and expectations to current and prospective employees

1. [Personnel Policies for Staff Members](#)
2. [Other Personnel Policies, Programs and Initiatives](#)
3. [Policies Governing Workplace Conduct](#)
4. [UC Ethics](#)

A5. Institutionally developed and published non-discrimination, equal opportunity, and affirmative action policies

1. [UCLA Staff Affirmative Action Plan](#)
2. [UCLA Academic Affirmative Action Plan](#)

A6. Clearly written policies on conflict of interest for board, administration, faculty, and staff, including appropriate limitations on the relations of business, industry, government, and private donors to research in the institution

1. [UC Conflict of Interest](#)
2. [UCLA Policy 150 – Conflict of Interest](#)
3. [UCLA Policy 925 – Financial Conflict of Interest in Research](#)

A7. A clear statement that the institution agrees to abide by WASC Policy on Substantive Change and the Policy on Distance and Technology-Mediated Instruction

1. [UCLA Institutional Stipulation](#)

## **B. Research**

B1. Policies covering human subjects and animals in research, classified research, patent provisions, cooperative research relations with industry, and other similar issues related to the integrity and independence of the research enterprise

1. [Human Subjects](#)
2. [Animal Research](#)

B2. Institutions that support applied research having the potential for producing significant revenue have clear policies on how faculty responsible for such research share revenue from patents, licenses, and sales. Institutions supporting entrepreneurial activity of faculty of institutionally sponsored research parks have clear policies covering the involvement of faculty in such ventures, the protection of basic research, and the publication of research results

1. [UC Patent Policy](#)
2. [Memo from UC Vice President Mullinex](#)

## **C. Educational Programs**

C1. Precise, accurate, and current information in printed material regarding:

a) educational purposes

1. [UCLA Mission Statement](#)

b) degrees, curricular programs, educational resources, and course offerings

1. [UCLA General Catalog](#)

c) student charges and other financial obligations, student financial aid, and fee refund policies

1. [Student Fees](#)

d) requirements for admission and for achievement of degrees

1. [Admissions Policies](#)
2. [UCLA General Catalog - Curriculum](#)

e) the names of the administration, faculty, and governing board

1. [Administrative Organization Chart](#)
2. [Academic Senate Leadership](#)
3. [Regents of the University of California](#)

C2. Publications that make clear the status (e.g., full-time, part-time, adjunct) of each faculty member

1. [UC Policy Regarding Academic Appointees](#)

C3. Clearly articulated policies for the transfer of credit to ensure that students who transfer in with general education course credits meet the institution's own standards for the completion of the general education requirement

1. [Transfer Admissions Policy](#)

C4. Policies and procedures for additions and deletions of programs

1. [University-wide Review Process for Academic Programs, Academic Units, and Research Units](#)
2. [Guide to Undergraduate Course and Program Approval, UCLA Undergraduate Council](#)
3. [Procedural Manual for the Review of Proposals for Academic Programs and Units](#)
4. [The Manual of the Los Angeles Division of the Academic Senate, Appendix V: "Procedures for Transfer, Consolidation, Disestablishment, and Discontinuance \(TCDD\) of Academic Programs and Units"](#)

C5. Requirements for continuation in, or termination from, academic programs, and a policy for readmission of students who are disqualified for academic reasons

1. [UCLA Academic Senate Manual - Section 3: Probation and Dismissal](#)
2. [College Policies](#)

C6. Clearly stated graduation requirements that are consistently applied in the degree certification process

1. [Graduation Requirements](#)

**D. Faculty**

D1. Personnel policies governing employment of teaching fellows and assistants

1. [Academic Apprentice Personnel Manual](#)

D2. Policy designed to integrate part-time faculty appropriately into the life of the institution

1. [Non-Senate Instructional Unit memorandum of understanding between the UC system and the University Council](#)
2. [Academic Personnel Manual: Advancement of Part-time Employees](#)
3. [UCLA Faculty Handbook](#)

D3. Explicit and equitable faculty personnel policies and procedures

1. [UC Academic Personnel Manual](#)
2. [UCLA CALL](#)
3. [Search Committee Toolkit](#)

D4. Policies on salaries and benefits

1. [Salary Administration \(APM-600 to APM-690\)](#)
2. [Benefits and Privileges \(APM-700 to APM-760\)](#)

D5. Policies for faculty and staff regarding privacy and accessibility of information

1. [UC Policy on Staff Personnel Records](#)
2. [UCLA Policy 602 – Federal Privacy Act](#)
3. [UCLA Policy 603 – Privacy and Access to Information](#)

**E. Library**

E1. Written library collection development and weeding policies, including the bases for accepting gifts

1. [UCLA Library Gift Policy](#)
2. [UCLA Library Collection Development Policy](#)

## **F. Students**

F1. Admission and retention policies and procedures, with particular attention to the application of sound admission and retention policies for athletes and other cases where unusual pressures may be anticipated

1. [Guiding Principals for Athlete Admission Committee](#)
2. [UCLA NCAA Division I Self Study Report](#)

F2. Clearly defined admissions policies attentive to the special needs of international students

1. [UCOP Information for Prospective Students from Other Countries](#)
2. [UCLA Information for Prospective International Students](#)
3. [UCLA Information on Admitted International Students](#)

F3. Policies on student rights and responsibilities, including the rights of due process and redress of grievances

1. [Dean of Students' Procedure on Responding to Reports of Sexual Harassment](#)
2. [UCLA Policy 220 – Disclosure of Information from Student Records](#)
3. [Student Grievances Regarding Challenges to Content of Student Records](#)
4. [Student Grievances Regarding Violation of Anti-Discriminatory Law or University Policy](#)
5. [Student Debt Grievances](#)

F4. Publications that include policies and rules defining inappropriate student conduct

1. [Student Code of Conduct](#)
2. [Student Alcohol Policy](#)
3. [Regulations on Activities, Registered Organizations, and Use of Properties](#)

F5. A policy regarding fee refunds that is uniformly administered, and consistent with customary standards

1. [Fee Refund Chart](#)

## **G. Finances**

G1. Policies, guidelines, and processes for developing the budget

1. [UCLA Policy 340 - Sales and Service Activities and Service Enterprises: Recharge Rates, User Fees, and Budgets](#)
2. [UCLA Policy 345 - Short Term Investment Pool \(STIP\) Income on Gifts, Grants, and Endowments](#)
3. [UCLA Policy 347 - Recovery of Operating Costs from Private Gifts](#)

G2. Clearly defined and implemented policies with regard to cash management and investments, approved by the governing board

1. [Policies Pertaining to Financial and Investment Matters](#)

G3. Policies and a code of ethics for employees involved in buying, bidding, or providing purchase orders

1. [UCLA Purchasing Conduct and Ethics](#)
2. [UC Business and Finance Bulletin - 43](#)

G4. Policies on risk management, addressing loss by fire, burglary and defalcation; liability of the governing board and administration; and liability for personal injury and property damage

1. [UCLA Policy 300 - University Insurance and Risk Management](#)

G5. Policies regarding fundraising activities that comply with sound ethical accounting and financial principles

1. [UCLA Policy 191- Mass Solicitations](#)
2. [UCLA Policy 192 - Soliciting, Accepting and Returning Gifts](#)
3. [UCLA Policy 193 – Allocations](#)
4. [UC Naming Policy](#)

Because UC campuses are part of a system, some of the information required for accreditation reviews is the same for all ten campuses, e.g. information about governance, research and personnel policies, etc., and this information can be made available by the UC System office on behalf of all campuses. Therefore the [Systemwide Guide to Stipulated Policies](#) for the WASC capacity review has been prepared by the Educational Relations Department.