

Frequently Asked Questions about
Certificate Programs in Creative Writing
Emphasis in Fiction -- CF505
Emphasis in Creative Nonfiction -- CF560

Q: Which courses are required for the Certificate Program in Creative Writing?

A: For the Certificate Program in Creative Writing, students first choose an emphasis in either Fiction (CF 505), or Creative Nonfiction (CF 560), and then complete a total of 36 units as follows:

21 units of Core Requirements in either Fiction or Creative Nonfiction:

6 units Beginning Fiction or 6 units Beginning Creative Nonfiction
12 units Intermediate Fiction or 12 units Intermediate Creative Nonfiction
3 units Advanced Fiction or 3 units Advanced Creative Nonfiction

15 additional units from any of the subject areas below:

- A) Fiction
- B) Creative Nonfiction
- C) Poetry
- D) Playwriting
- E) Writing for the Youth Market

Q. When can I begin taking courses for my certificate? Will required courses be offered every quarter?

A. You may begin taking required courses right away and we advise all certificate students to sign up early. While we make every attempt to offer most required courses every quarter, it may not always be possible. If a required course is not offered, please consult with an advisor to discuss a reasonable substitute. Courses may also be repeated, as long as they are taken for a letter grade.

Q. I have taken creative writing courses at another UC campus or at an out-of-state college or university. May I apply those units/courses to my certificate?

A. No, only courses taken within the UCLA Extension Writers' Program will apply towards the certificate with the following exception: Students with a focus in Creative Nonfiction may take one course (3 units) in Journalism at UCLA Extension. Students with a focus in Fiction may take a course in either Screenwriting or Literature at UCLA Extension and apply up to three units to their certificate. Any course taken outside of the Writers' Program must be approved in advance by a Writers' Program advisor before it will apply.

Q. I have already taken creative writing courses at the UCLA Extension Writers' Program. May I apply them to my certificate?

A. Generally speaking, you may apply any creative writing course you have taken in the Writers' Program within the past year to your certificate requirements, provided that the course meets the curriculum requirements, was taken for a letter grade, and a "C" or better was earned. Courses that were previously taken *Not for Credit* or *Pass/No Pass* cannot be accepted, and you may not petition your instructor to change the record in order to award you a grade. All grades, once filed by the instructor in the Final Grade Report, are final. Please check with an advisor if you are in doubt about whether or not a course you've taken previously applies. Lastly, if courses you have taken previously are counted towards the certificate, the certificate fee will expire three years from the beginning date of the earliest course.

Q. I have taken many creative writing courses or have an MFA or a certificate in creative writing through another program. Do I still have to take the introductory/beginning sequence of courses?

A. No, if you have a verifiable course history, you may begin taking courses at the intermediate level. Please consult an advisor to receive departmental permission to waive your beginning level requirements. You may be required to submit a transcript of prior courses.

Q. Do I need to take more than one course per quarter to receive my certificate?

A. No, the certificate candidacy fee is good for three years total, and is designed to be completed by taking one three-unit course per quarter. However you may elect to take more than one three-unit course per quarter if you wish to complete the certificate sooner.

Q. Do one- or two-day courses apply to my certificate requirements?

A. Our one-day courses do not carry units, and therefore do not apply. Some of our two-day courses will apply to your certificate, but please consult with an advisor about specific courses.

Q. What happens if I cannot complete my certificate within the three-year period?

A. Once the initial three-year certificate period has passed, you may renew your certificate candidacy for \$50 per additional year.

Q. What should I do if I'm not sure what course I need to sign up for next?

A. Please call or email an advisor for personalized curriculum guidance.

Q. How do I know which instructor is best for me?

A. There are several ways to learn more about a UCLA Extension Writers' Program instructor. You may visit the Writers' Program website and click on Instructors on the left hand side of the home page; call or email an advisor; or search the internet since many of our instructors have their own website or blogs.

Q. Do online courses qualify for the certificate program?

A. Courses for the certificate may be taken either online or onsite. There are no restrictions.

Q. When do I receive my free manuscript consultation?

A. To receive your free manuscript consultation you must have completed all 36 units of coursework with a letter grade of “C” or better. If you believe you have completed your requirements, contact a Writers’ Program advisor to discuss your consultation.

Q. When do I receive my actual certificate?

A. Once we’ve confirmed that your requirements have been fulfilled, your certificate will be ordered and mailed to you.

Q. If I’ve finished my coursework, but am still working on my manuscript, how long can I wait to use my free manuscript consultation?

A. Certificate students may choose to wait up to three months (90 days) after completion of coursework before submitting a manuscript for consultation.

Q. Can I use my free manuscript consultation on a manuscript I wrote before I enrolled in the program?

A. Yes, you may submit any manuscript for the complimentary consultation. However, we feel that you will get a better sense of your progress if you submit a manuscript that was worked on in a recent Writers’ Program course.

If you have questions that are not answered here, please contact us at:

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