

Recommendations 2A & 2B

Academic Policies related to Hybrid and Online Courses Completed after Initial Enrollment at Seaver College

It is recommended that Seaver College adopt the following academic policies related to hybrid and online courses. The policies apply only to courses completed after initial enrollment at Seaver College and serve to limit the number of hybrid or online courses a student may include in the requirements for a bachelor's degree.

Policies for Undergraduate Students

- After initial enrollment at Seaver College, a maximum of 18 units of hybrid or online courses may be included in the 128 unit total required for the bachelor's degree.
- After initial enrollment at Seaver College, a maximum of 8 units in the General Education program may be fulfilled by completing hybrid or online courses.
- After initial enrollment at Seaver College, a maximum of 8 units in an academic major degree program may be fulfilled by completing hybrid or online courses.
- After initial enrollment at Seaver College, a maximum of 4 units in an academic minor degree program may be fulfilled by completing hybrid or online courses.
- When participating in a Seaver College international program, students may enroll in a maximum of 4 units of hybrid or online courses in an academic term. Additionally, students may not enroll in a hybrid or online course if a materially equivalent course is offered in residence at the international program site in the same academic term.

Graduate Students

- No limit is recommended for the number of hybrid or online units in a graduate program; thus, no policies related to Seaver College master's degree programs are required.

Recommendation 2A

Based on the course definitions in recommendation 1 and the aforementioned academic policies for undergraduate students, the following content must be added to the Seaver College catalog. This content will be inserted on page 65 of the 2014-2015 catalog following the section on "Honors Programs" and preceding the section on "Involuntary Military Service". All new content is underlined.

Hybrid and Online Courses

Seaver College defines an online course as one where online or learning technologies are used to deliver 70% or more of the instructional content. In an online course, the faculty member and student do not share a common coincident location and course content is delivered either synchronously or asynchronously to the student. A hybrid course combines the features of both traditional and online courses and typically supplements

the traditional synchronous face-to-face faculty/student instruction with online instructional engagement. In a hybrid course, online or learning technologies are used to deliver somewhere between 20% and 70% of the instructional content.

Seaver College offers a limited number of hybrid or online courses and will grant credit for hybrid or online courses completed both before and after initial enrollment at Seaver College in accordance with existing academic policies (see “Admission of Transfer Students” in the Admission Information section of the catalog and “Credit for Courses Taken at Other Institutions After Initial Enrollment at Seaver College” and “Residence Requirements” in this section). After initial enrollment at Seaver College, a maximum of 18 total units of hybrid or online courses may act in fulfillment of the 128 units required for graduation. Within the 18 units of allowable hybrid or online coursework, a maximum of eight units may act in fulfillment of General Education requirements and a maximum of eight units may fulfill requirements in an academic major. A maximum of four units of hybrid or online coursework may act in fulfillment of the requirements in an academic minor.

When participating in a Seaver College international program, undergraduate students may enroll in a maximum of 4 units of hybrid or online courses in an academic term. Additionally, students may not enroll in a hybrid or online course if a materially equivalent course is offered in residence at the international program site in the same academic term.

Recommendation 2B

As the proposed policy changes in Recommendation 2A will grant credit for hybrid and online courses completed at Seaver College, the college can no longer deny students the ability to complete hybrid or online courses at other accredited colleges or universities. For this reason, it is recommended that the current restriction on online courses taken at other institutions after initial enrollment at Seaver College be removed. In lifting this restriction, the limits on hybrid and online courses stated in Recommendation 2A will remain effective as will the current restriction on the maximum number of transfer units (12 units) after initial enrollment at Seaver College.

To enact this recommendation, pages 62-64 of the 2013-2014 Seaver College academic catalog should be modified as follows. Deleted content is shown in strikethrough font and added content is underlined.

Credit for Courses Taken at Other Institutions after Initial Enrollment at Seaver College

After initial enrollment at Seaver College, students can transfer at most 12 units from another school. Students who are dismissed by the Credits Committee in order to complete a full term at another school before returning to Pepperdine may transfer at most 16 units. Courses taken at a two-year college are transferable only if the student has

earned fewer than 64 units, including work at Seaver College. Academic, ~~non-online~~, and non-remedial courses completed at other regionally accredited institutions within seven years of the term of matriculation at Pepperdine normally transfer to Seaver College as elective units. The Academic Advising Center will review other courses on a case-by-case basis. Approval must be obtained in advance from the Academic Advising Center to apply transfer courses to general studies or major requirements. Only those courses with grades of C (2.00) or higher may transfer to fulfill requirements at Seaver College. No grades from transferred courses will apply to the GPA. Credit received on a basis other than the semester unit will be converted to the semester system. Lower-division classes taken at another college will transfer only as lower-division credit, even if they are upper-division classes at Seaver College. Some extension courses, up to a maximum of 15 units, are transferable as elective units only. With divisional chairperson approval, these courses may fulfill major and general studies requirements. Transferable extension courses are only those which are automatically accepted for degree credit by the institution offering them. (See the separate section regarding the College-Level Examination Program (CLEP) for further information.)

Regardless of the number of units accepted for transfer, students are required to satisfy the residence requirement at Seaver College (see “Residence Requirements” in this section).