

## **Addendum to the 2012-2013 Academic Catalog**

### **Oak Hills Christian College Online Degree Programs and Courses**

#### **Adult & Professional Studies (APS), Bachelor's Degree in Leadership and Ministry**

Note: Individuals interested in online courses through Adult & Professional Studies or the Bachelor's Degree in Leadership and Ministry should refer to the 2012-2013 Academic Catalog for more complete information. The following information supplements the catalog with the addition of online education at OHCC.

#### **Academic Calendar (p. 20)**

The current schedule of all online courses (Adult & Professional Studies, Leadership and Ministry degree courses, and PSEO) will be available at <http://oakhills.edu/adult-online/online-courses-degrees> and on the homepage of each enrolled student's online course site.

#### **Additions to the Academic Policies (pp. 28 – 32)**

##### **Academic Year**

Adult & Professional Studies (APS) courses are intensive modular courses and normally last 5-7 weeks. These courses will be scheduled year-around. Courses scheduled from July through December will be "Fall Semester" courses, and courses scheduled from January through June will be "Spring Semester" courses for determining eligibility for financial aid purposes.

##### **Time of Entrance**

Adult & Professional Studies (APS) students may enter at any time for individual online courses and at the beginning of any new cohort group. See the Director of Adult & Professional Studies to determine eligibility for admission to a cohort.

##### **Definition of a Credit Hour**

The College follows the Federal credit hour definition:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this

definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Regardless of the course modality, classes will be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes.

Students enrolled in classes delivered by an alternative means shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

### **Credit Escrow Policy**

Credits earned from unaccredited colleges, universities, institutes and other higher education institutions are conditionally accepted for admission. Students are required to maintain a 2.00 GPA during the first semester at the College. These conditional credits are then formally accepted if the criteria are deemed to be met by the College Registrar. Conditional acceptance of credits is not guaranteed but is determined by the Registrar after a careful review of the official transcripts and other documents such as catalogs and syllabi from the unaccredited institution. We consider an institution unaccredited if an accrediting body recognized by CHEA or its successor agency does not recognize it.

### **Evaluation of Transfer Credit**

Students who have completed courses in other recognized colleges or universities might receive up to 66 semester hours of credit, depending upon the major. The amount of credit, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses and the type of institution. An applicant who has attended any college or university after graduation from high school must submit an official transcript from each institution. Although the Adult & Professional Studies Program Director will do preliminary transcript evaluations, all evaluations will become official when reviewed by the Registrar.

### **Credit for Prior Learning**

There is no maximum limit on credit for prior learning for Adult & Professional Studies (APS) students provided that students meet all the required policies of the college.

The College APS students may earn Credit for Prior Learning (CPL) by submitting a portfolio that has been evaluated by faculty in the respective disciplines. Students entering an APS degree program with fewer than 66 transferable hours or not meeting the general education requirement will have an appointment with the Adult & Professional Studies Program Director who will estimate the number of prior learning credits the student might earn in the program prior to beginning the program.

Credit for Prior Learning hours can be from a number of different sources, including workshops, seminars, self-study, noncredit classes, training programs and/or work experiences. Please note that the prior learning from these sources must be documented and evaluated by a faculty member in the relevant field for the amount of credit to be awarded.

In the admission process to APS degree programs, the college will provide you with an opportunity to obtain an estimate of the number of CPL credits you can receive once you enter the program. A non-credit online course session will also be available to assist with information on the required documentation.

### **Calendar and Student Load**

The APS degree programs are built upon a two-year (four-semester) cycle, with all students normally enrolled in twelve to fifteen credits of instructional courses each semester. Cohort groups continue to attend class through the summer with occasional breaks built into the program.

A student load of twelve credits per semester or more qualifies the individual for full-time status. Credits earned by Credit for Prior Learning, through preparation of a portfolio, are in addition to the 54 hours for the instructional courses which make up the core courses in the major.

Four or five Adult & Professional Studies (APS) courses will be scheduled within each semester (Jan-June, July-Dec) to allow full-time student status. Modular courses are intensive. If students are working full-time, it usually is recommended that only one course be taken at a time. Courses for cohort groups are scheduled sequentially in that manner. Exceptions will be considered on a case-by-case basis.

### **Attendance Policy**

All Adult & Professional Studies (APS) and online students are expected to maintain a regular presence and engagement in online courses and to make satisfactory academic progress. Presence online will be monitored weekly by the instructor and may be monitored at any time by the Director of Adult & Professional Studies.

### **Community Life Hour**

There is no requirement for community life hour for Adult & Professional Studies (APS)/online students.

### **Residence Requirement**

Adult & Professional Studies (APS) students should note that there is no requirement to reside physically on the OHCC campus. Adult & Professional Studies (APS) students are required to complete a minimum of 30 credits (15—Biblical Studies, 15—in major) through Oak Hills Christian College courses.

### **Adding and Dropping Classes**

Adult & Professional Studies (APS) students may not add an online course after the first login date of the course. Students may drop a course without academic or financial penalty through day 7, beginning with the first login (start) date of the course.

### **Withdrawal**

Adult & Professional Studies (APS) students who need to withdraw from a course or the program must do so no later than before the fourth week of the course in order to maintain satisfactory academic progress.

### **Incompletes**

Adult & Professional Studies (APS) students must file an incomplete form before the end of a course in order to request an extension. Any incomplete must be completed before the end of the following course in the APS sequence, unless a further written extension is allowed by the instructor and the Director of Adult & Professional Studies. Students requesting an incomplete will not be allowed to enroll in further courses until the incomplete course is completed. Any incompletes remaining beyond the end of the agreed extension period will be graded an "F".

### **Dismissal Grades**

Any Adult & Professional Studies (APS) student dismissed from the school after the 60% point in a course will have the grades WP (withdraw pass) or WF (withdraw fail) applied to the course, based on the student's grade at the time of dismissal.

### **Minimum Credits Earned Per Year**

The minimum number of credits which need to be earned in Adult Professional Studies (APS) programs for each full-time equivalent (FTE) each are as follows.

	1	1 ½	2	3	4	5	6
Bachelor's Degree	-	-	40	60	80	100	120

## **Additions to Financial Policies (p. 34)**

### **Payment Schedule**

Adult & Professional Studies (APS) students will register and pay for a full semester course load at the time of registration or in two equal installments: half at registration and half by the 50% point of the semester. Specific dates will be posted in the Adult & Professional Studies (APS) calendar on the student's course site homepage.

### **Evaluation of Application to Receive Credit for Prior Learning**

The cost to evaluate a request for Credit for Prior Learning is \$50 per credit for which the student applies. Therefore, if you apply for ten credit hours, your cost for those credits will be \$500. Please note that receiving all ten credits is not automatic. It is much like enrolling in a course. You pay the tuition for it regardless of whether you earn a

passing grade. The grade is based upon evaluation by a faculty member in the field for which credit for prior learning is requested.

### **Tuition Waiver**

Due to the nature of the Adult & Professional Studies (APS) program, there will be no tuition waivers for pastors, spouses of full-time students, or family members of college faculty and staff.

### **Additions to Financial Aid (p. 35)**

Adult Professional Studies (APS) students may be eligible for financial aid. Eligibility requirements and deadlines vary. Students are encouraged to contact the Financial Aid Office for more information.

### **Additions to Cost and Payment Schedule: 2012-2013 (p. 36)**

The following fees apply to the Adult & Professional Studies (APS) online degree programs. This schedule is subject to change as the college deems necessary.

Application Fee	\$25
Enrollment Deposit	\$100
Tuition per credit	\$350
Bachelor's Graduation Fee (final term only)	\$85
Transcript Fee	\$5
Credit for Prior Learning Evaluation	\$50/credit
Summary – Approximate Annual Total (excluding special fees, books)	
Tuition	\$9,450
Graduation Fee	\$85
<b>TOTAL</b>	<b>\$9,535</b>

Texts and materials are approximately \$300-\$400 per term (depending on the major and the courses).

### **Payment Schedule**

Full semester expenses are payable at the time of registration or in two equal installments: ½ at registration and ½ at the 50% point in the semester. Dates will be posted on the homepage of the student's course site.

### **Outstanding Balances**

Adult Professional Studies (APS) students with outstanding balances beyond posted payment dates will not be allowed to register for additional APS courses.