

The following is an addendum to the Campbell University Undergraduate Studies Bulletin 2013-2015; see pages 35-36. These policy changes which were approved by the Deans' Council on October 2, 2013 became effective immediately:

Policies for Students Taking Courses Offered Through Online Education

In accord with the definition of the Commission on Colleges, the University defines online education as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. An online course may employ correspondence study, or audio, video, or computer technologies. Any course in which more than 49% of the course is offered with the instructor and the student not in the same place shall be clearly identified as an online education offering. These courses are offered as online courses through the University's Department of Online Education.

The University is approved by the Southern Association of Colleges and Schools Commission on Colleges to offer online programs.

All of the University's online offerings are to be channeled through the University's Department of Online Education. The role of the Department of Online Education is to provide training and administrative oversight to the range of matters required for online education.

To be offered, all online courses must have approval of the appropriate deans.

Policies for Students Taking Courses Online

1. Cumulative: Students may take no more than 49% of the semester credit hours for the degree online. This means that for the associate degree requiring 62 semester hours, no more than 30 semester hours can be completed online. For the bachelor's degree requiring 124 semester hours, no more than 60 semester hours can be completed online. These limits of 30 and 60 are the maximum allowable hours of online courses, taking into account core curriculum and majors hours combined.
2. Core Curriculum: A full range of general education core courses may be made available and taken through online courses, as long as the maximum allowance of 49% for each student degree is not violated.
3. Transfer Students: Regardless of the number of hours accepted in transfer, students will not be allowed to complete through online more than 49% of their semester hours taken with Campbell.
4. Main Campus Students: Main campus students wishing to take online courses must first complete an Approval to Take Campbell University Online Courses form which requires signatures from the student's adviser and the Department Chair for the course discipline, and then present the form to the Department of Online Education office on 79 Bolton Rd. to be registered for a course. These forms may be obtained on the Extended Programs website under Academics at www.campbell.edu.
5. Exception for Online Students: Students pursuing a fully online degree are not restricted by the above policies.