

# Southwest Baptist University

## Department of Extended Learning

### Online Independent Study (OLIS): Academic Requirements

The Online Independent Study (OLIS) program offers a variety of college credit courses through web-based independent study.

#### Non-SBU Student

An individual not officially admitted to the University may view the courses available on the Online Independent Study web site and enroll directly through the Department of Extended Learning.

#### SBU Students

An SBU student may not enroll in more than **two** Online Independent Study courses at the same time. The Department of Extended Learning must approve any exception to this policy. It is recommended that a student take only one course at a time until he/she has found an optimum work rate. OLIS hours do count in the load limit restrictions. If a student exceeds load limit restrictions, the University will require the student to reduce load hours. When and where applicable, the student will be subject to existing OLIS withdrawal and grading policies.

#### Graduate Students

Prior to enrolling in any undergraduate OLIS course, an SBU graduate student (i.e., a student who has been officially admitted to a graduate program and is working on a degree) **must** obtain the approval of his or her academic advisor. An SBU student may not exceed the maximum credit load through enrolling in OLIS courses.

#### Undergraduate Students

Prior to enrolling in any OLIS course, an SBU student (i.e., a student who has been officially admitted to the University and is working on a degree), **must** obtain the approval of his or her academic advisor. A branch campus student must obtain the approval of his or her campus director or designated advisor.

All credit is in semester hours and may be applied to the baccalaureate degree requirements (B.S., B.A., B.A.S., B.M., B.S.N.) and associate degree requirements (A.S., A.A.) provided the following stipulations are met:

1. **Student Standing** - An SBU student may enroll in OLIS provided his or her GPA has not resulted in any form of academic difficulty.
2. **Time Limits** - A minimum time of eight weeks is required for completion of a 3 credit hour OLIS course, six weeks for a 2 credit hour course, and four weeks for a 1 credit hour course. The University is not saying a course can be completed in a "minimum time"; the University is saying that a student must allow at least the minimum time (and preferably more) in which to complete the course. The maximum time allowed to complete the course, including completing examinations, is 4 months from the official date of enrollment. A one-time 2 month paid extension may be granted from the expiration of the course. OLIS must approve any exceptions to this policy.
3. **Load Limitations** - Students who have been placed on academic difficulty, special guidance, probation or have an account hold are not allowed to enroll in OLIS courses.

OLIS hours DO count in the load limits restrictions as detailed in the University catalog under Load Limit for Credit Hours. If you exceed load limit restrictions, the University will require you to reduce load hours. When and where applicable, you will be subject to existing OLIS withdrawal

and grading policies. If you have been placed on academic difficulty, special guidance, or probation you are not permitted to enroll in OLIS courses.

Load limits without special permission include all college courses, OLIS, correspondence or otherwise, being taken at SBU or elsewhere. Advisors will approve schedules with additional hours when the student's GPA range is one of the following:

#### ADDITIONAL HOURS WITHOUT SPECIAL PERMISSION

Cumulative GPA/Fall-Spring/January-June-July

2.50-3.00/18 Hours/5 Hours

3.01-4.00/19 Hours/6 Hours

*Note: More than 6 hours in a J-term is not permitted. More than 20 hours in a fall or spring semester is not permitted. - 2010-2011 SBU University Catalog*

4. **Graduation Deadline** - All SBU (OLIS) or other (outside) correspondence course work (including examinations) must be completed and submitted for grading in accordance with regulations printed in the University Calendar. If all correspondence work is not completed and submitted by the appropriate date, the student's name may be removed from the graduation list and program unless prior arrangements have been made by the student through the student's college dean.

#### COURSE COMPLETION DEADLINES FOR SBU GRADUATES

GRADUATION/ DEADLINE:

May 16, 2015/ April 30, 2015

December 18, 2015/ December 3, 2015

May 14, 2016/ April 28, 2016

Federal Grants and Loans may be available through the Office of Financial Aid to be used toward SBU Online Independent Study. Student must meet certain eligibility criteria to qualify, just as with all Federal aid. Student must also be accepted and enrolled in an SBU program leading to an associate, bachelor's, or graduate or professional degree to be potentially eligible for Federal Student Financial Aid program funds. SBU employee tuition concession is not applicable to OLIS enrollments.

Since SBU offers only limited number of OLIS courses and does not offer a degree program through OLIS, the expectation is that only students taking regular classroom course work along with some correspondence would fit the criteria of degree seeking students through SBU.

All college credit courses listed at the SBU Online Independent Study web site are approved for veterans and other eligible persons covered in the provisions of the G.I. Bill.

### **Grading System**

A grade represents an evaluation of your academic performance in a course and is determined by examinations and other criteria. Course grades are defined as follows: "A", excellent; "B", above average; "C", average; "D", a minimum passing; and "F", failure. The "F" grade carries no credit. A "W" is assigned if you withdraw during the second through fourth month after enrollment.

An "NC" (non-completion) grade is assessed when there is no official withdrawal or course work is not completed by the end of the first enrollment or extension dates. Your instructor may use letter grades, numerical grades, or S (satisfactory) and U (unsatisfactory) to indicate the quality of work on your assignments. Consult your course syllabus for specific details.

### **Grade Points**

Each semester hour of credit is valued in grade points as follows: A, four points; B, three points; C, two points; D, one point; F, no points. W and NC grades are not assigned quality points and are not considered in computing a your grade point average.

## **Grade Documentation**

An enrollment beginning on or after January 1 or on or before May 31 will be considered a spring enrollment (SC). An enrollment beginning on or after June 1 or on or before August 31 will be considered a summer enrollment (MC). An enrollment beginning on or after September 1 or on or before December 31 will be considered a fall enrollment (FC). NOTE: An OLIS enrollment begins immediately at the time of registration. There is no pre-registration in OLIS courses. Official OLIS begin and end dates may look different than what appears in the University administrative system. A final grade will be documented using the original enrollment period as defined above. The Registrar performs grade documentation.

## **Grade Record and Transcript**

The Department of Extended Learning maintains enrollment records. When a student completes all course assignments and examinations, the Department of Extended Learning will enter the student's final grade into the University's permanent student record system and send the student a copy. Grades will be reported as follows:

- No grade report** All students who request (in writing) a refund within 30 days of enrollment.
- W** Assigned to all students who submit an official withdrawal form during months 2-4 of the enrollment.
- NC** Assigned to all students who do not officially withdraw and who do not complete all course requirements by the end of the 4-month enrollment or by the end of the official 2-month extension.
- A,B,C,D,F** Assigned to all students who complete all requirements for a course within 4 months (or 6 months with the extension).