



ACADEUM POLICY

Pacific Union College (PUC) is a member of several collegiate consortia through which cross institutional enrollment in online courses is permitted through Acadeum.

COURSE APPROVAL

A student must be admitted and enrolled in a PUC degree program to be eligible for Acadeum course enrollment. Each course requires prior approval from the Department Chair based on their review of information such as course descriptions, course credit hours and level, syllabi, current or projected course availability at PUC, and faculty credentials. Course numbers may vary from the strict Home Institution equivalent, but in most cases, they correspond to the academic level (e.g., sophomore, junior, senior, etc.). Acadeum course enrollment must be approved by the student's Academic Advisor and the Records Office.

After an Acadeum course request is submitted on behalf of the student, the Teaching Institution will send one of two e-mail communications to the student's school email address:

1. **Denied**, which requires the advisor to find another course for the student.
2. **Approved**, which gives the student key information about the course start date, etc.

If approved, it is the student's sole responsibility to read and act on all communication from the Teaching Institution.

COURSE RESOURCES

PUC students are responsible for obtaining their own books and materials for Acadeum courses. The Teaching Institution will provide the information about the required books and materials.

BILLING STUDENTS

PUC students pay PUC's tuition rate per credit hour for an Acadeum course. The Acadeum course is charged using the same methodology as any other PUC class. Financial aid may be applied to cover Acadeum course cost. Students who exceed full-time enrollment due to the addition of an Acadeum course or courses will be charged overload tuition and fee rates per the published Pacific Union College tuition and fee schedule. Students are responsible for all learning material costs, including textbooks, as determined by the Teaching Institution. Textbooks for Acadeum courses are not included in the PUC tuition and fees. Tuition benefits for employees cannot be used to take an Acadeum course.



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GRADES AND TRANSCRIBING COURSES

Students enrolling in semester-long units at a Teaching Institution will have credits transferred into PUC at the rate of 1.5x quarter credits. Upon completion of each Acadeum course, the registrar of the Teaching Institution submits the final grade in the Acadeum portal. The Records Office then posts the final grade on the student's PUC transcript. This practice makes it possible for: (1) PUC to apply financial aid to cover the cost of the courses; (2) Students to improve GPAs by substituting consortial course grades for Ds, Fs, or Ws; and (3) Students to count the courses towards degree progression. Previously posted final grades will remain on a student's PUC transcript, however, the Acadeum course grades will be counted in the PUC GPA and the credits hours will also be counted in the "attempted" and "earned" categories for Satisfactory Academic Progress calculations. PUC transcripts will use a course number that is the same as the equivalent PUC course: e.g., EN-101 Introduction to College English taken at a different institution will be transcribed on the PUC transcript as ENGL-101 College English I.

DISPUTES AND COURSE DROP DATES

Pacific Union College will not intervene in disputes between a PUC student and the Teaching Institution. PUC students are responsible for adhering to course participation and policies of the Teaching Institution, which includes logging in on the course start date, submitting assignments, securing textbooks and learning materials, and following through on all required actions as stated on the syllabus and by the Teaching Institution. Course drop dates are determined by the Teaching Institution and PUC students must adhere to these dates accordingly. PUC will not intervene in disputes regarding course drops, withdrawals, and/or refunds in cases where the student did not correspond with the Teaching Institution per the deadlines for each Acadeum course.

ACADEUM STUDENTS ENROLLED IN PUC COURSES

After being approved to take a PUC course through Acadeum, it is the student's responsibility to read and act on all communication from PUC. PUC will not enter into disputes regarding course drops, withdrawals, and/or refunds in cases where the student did not correspond with PUC as per the deadlines for each Acadeum course.

LINKS TO RELEVANT PUC POLICIES

- FERPA Requirements: puc.edu/academics/records/ferpa-privacy-laws
- Title IX: puc.edu/campus-services/title-ix
- Academic Behavior; Academic Integrity; Attendance; Grade Appeal Policies: puc.edu/academics/academic-administration/academic-policies-procedures