

Approved By: President and Faculty

Date Approved: December 1, 2023

Effective Date: January 1, 2024

- 1. Summary:** In order to provide Criswell College students with opportunities to increase the pace at which they are completing degree programs and to broaden the exposure of students to topics in their academic disciplines, the College enters into course-sharing agreements with other institutions. Under a course-sharing agreement, students remain enrolled as degree-seeking students at Criswell College as their home institution, while taking a course offered by a teaching institution.
- 2. Rationale:** Because the courses taken through course-sharing arrangements are taught by instructors at other institutions and transcribed by Criswell College as its own courses and credits, a policy is necessary to ensure that (1) course-sharing agreements are entered into that support and align with Criswell College's mission and core values; (2) specific course's meet the standards of quality and integrity required of Criswell College courses; and (3) the program is administered in a manner consistent with other policies and procedures.
- 3. Entities Affected:** students, Program Directors and Faculty, Registrar, Director of Educational Technology, Student Accounts
- 4. Definitions:**

Acadeum: The technology company that (1) manages the platform to facilitate the admission and registration processes for Criswell College students to take course at a Teaching Institution and (2) facilitates the communication among institutions participating in online course sharing.

CIC Online Course Sharing Consortium: CIC member institutions who have entered into a formal partnership with each other to allow for online course-sharing.

Council of Independent Colleges (CIC): An association of nonprofit independent colleges and universities. CIC provides services and programs that help its members improve the quality of education, administrative and financial performance, and institutional visibility.

Consortium: A formal association of three or more institutions.

Home Institution: The institution at which a student is enrolled as a degree or certificate-seeking candidate. In this policy, Criswell College is the Home Institution.

Responsible Staff: A Criswell College employee designated in the Course Sharing Agreement who is the principle point-of-contact for those outside and inside the institution who can answer questions and resolve problems

related to students enrolled in courses under a course-sharing agreement and who can provide resources and information necessary to carry out the terms of the course-sharing agreement.

Teaching Institution: The institution that agrees to receive online students from the Home Institutions for a period of study on a non-degree or non-certificate seeking basis.

5. Policy:

a. Course-Sharing Relationships

- Criswell College may enter into a course-sharing relationship with other institutions either through participation in a course-sharing consortium or in partnership with specific institutions apart from a consortium.
- Formal agreements that specify the guidelines governing the course-sharing relationship must be approved by the Vice President of Academic Affairs (VPAA). Participation in a course-sharing consortium is governed by a course-sharing agreement; however, only institutions within the consortium that meet the criteria below will be approved for use as a Teaching Institution.
- Criswell College will only utilize an institution as a Teaching Institution that:
 1. has a mission and core values that do not conflict with those of Criswell College and that meets the standards of an institution from which Criswell College would accept credit for transfer (See Transfer of Credit policy).
 2. has identified a responsible party as the point-of-contact who can answer questions and resolve problems related to students enrolled in courses under a course-sharing agreement and who can provide resources and information necessary to carry out the terms of the course-sharing agreement.
- Criswell College (VPAA) will maintain a list of institutions that have been approved as Teaching Institutions.

b. Determining When to Offer Course-Sharing Opportunities

- When preparing course schedules, the VPAA, in coordination with Program Directors, will determine which courses should be placed on the schedule as course-sharing opportunities for students. These courses are chosen to provide opportunities for students while not negatively impacting teaching opportunities for Criswell College faculty and while maintaining fiscal responsibility.
- In the weeks prior to or at the beginning of a semester or term, the VPAA, in consultation with the appropriate Program Director, may give students enrolled in courses that are subject to cancellation the opportunity to enroll in courses available by an approved Teaching Institution with which the College has a course-sharing agreement.
- If, while advising students, a Program Director determines that a course available through a course-sharing agreement is the best means for a particular student to progress in their curriculum toward graduation, the VPAA may, upon a Program Director's recommendation, allow specific students to take courses available by an approved Teaching Institution with which the College has a course-sharing agreement.

c. Approving Specific Courses with a Teaching Institution

- Program Directors, in consultation with faculty in their discipline, will consider course-specific information (level, description, credit hours), material (syllabi, required textbooks), and instructor qualifications to ensure that a specific course at an approved Teaching Institution is equivalent to the Criswell course for which it will be transcribed. Program Directors may also take into consideration non-

academic concerns when assessing a course. Graduate Program Directors will also ensure that the course meets Criswell College's standards for graduate programs as defined in the Graduate Education Policy.

- The Registrar will ensure that courses being considered meet the following criteria:
 1. Course start date is on or after the start date of the specified semester or term as listed on the Academic Calendar.
 2. Course end date is before the start date of the next fall or spring semester.

d. Student Participation

- Undergraduate students may only enroll in a course-sharing course after completion of CRIS 100.
- Senior undergraduate students who have submitted an application for graduation may not enroll in a course offered under a course-sharing agreement with an end date that is after the date specified on the Academic Calendar by which final grades must be submitted to the Registrar.
- Students may enroll in only one course each semester or term through a course-sharing agreement.
- Undergraduate students may take a maximum of 8 course-sharing courses during their program. M.A. in Christian Leadership, M.A. in Christian Studies, and M.A. in Theological and Biblical Studies students may take a maximum of 4 courses through a course-sharing agreement during their program. M.A. in Counseling and M.Div. students may take a maximum of 8 course-sharing courses during their program.
- A student's performance in previous course-sharing courses, especially online course-sharing courses, will be considered when deciding whether or not to approve a student's request.
- Each student who registers for a course-sharing course will receive a communication from the Registrar that includes instructions for registering with the Teaching Institution and the current "Terms of Student Participation in Course-Sharing Courses." Students must acknowledge receipt of these instructions and terms. These terms may contain information drawn from guidelines and procedures not found in this policy; however, no details in those terms shall be in conflict with this policy.
- Students must comply with the academic policies and procedures of the Teaching Institution including, but not limited to, appeal of attendance, drop/withdraw, course grades, and grading scale. These policies and procedures will likely be found in the syllabus and published in the Teaching Institution's Academic Catalog.
- Courses taken under a course-sharing agreement meet the requirements for a Criswell College course for the purposes of residency requirements, academic standing, and financial aid. A course taken under a course-sharing agreement is considered institutional credit and will impact grade-point averages just like a course offered by faculty at Criswell College. The Criswell College Registrar will receive and enter the final course letter grade which is entered into the student's Criswell file. The only exception is that a course grade of "A+" will be recorded as "A."
- An evaluation designed specifically for courses taken under a course-sharing agreement will be provided to students in order to gain their feedback regarding experiences related to the administration and instruction of these courses.

6. Procedure:

- a. Implementation:** The Vice President of Academic Affairs (VPAA) is responsible for approving formal course-sharing agreements, Program Directors, in collaboration with the VPAA, are responsible for ensuring equivalency between courses and which courses will be placed on the course-sharing schedule, and the Registrar is responsible to ensure the courses being considered meet the required criteria.
- b. Responsibility for Compliance:** Vice President of Academic Affairs

- c. **Notification:** This policy will be posted on the College’s website and published in the *Faculty Handbook*.
- d. **Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 1.0	Policy number: 3.018
Related policies:	
Related accreditation standards: SACSCOC Principles of Accreditation 10.9: “The institution ensures the quality and integrity of the work recorded when an institution transcripts courses or credits as its own when offered through a cooperative academic arrangement. The institution maintains formal agreements between the parties involved, and the institution regularly evaluates such agreements.”	

Policy History

Version 1.0	December 1, 2023
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