

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Academic Affairs
Subject:	Consortia Courses Policy
Date Issued:	October 29, 2024
Updated and Reviewed By:	Robin Currey, Brad Chamberlain, Curriculum Committee (11/12/24)
Approved By:	Reviewed by Cabinet, Approved by President, January 22, 2025

I. Policy

Luther College is a member of a number of consortia to provide students with access to a wide variety of educational opportunities in addition to the residential experience provided at its campus on Luther Decorah, IA. This policy applies to Consortial Agreements with organizations and institutions such as:

- Council of Independent Colleges Online Course Sharing Consortium (CIC-OCSC), hereafter termed “Acadeum”
- Luther College Washington Semester (LCWS)

The aforementioned consortial arrangements allow Luther College undergraduate students to register for courses offered by member institutions as an extension of Luther College’s enrollment. While individual consortia and programs may vary, the approval process for courses in the consortia follow Luther College’s *Transfer Credit Policy* and process with the following benefits and conditions for students:

- Accepted courses may be used to satisfy course prerequisites, general education requirements, or major and minor requirements, with appropriate approvals.
- Consortial credits apply toward completion of a Luther College degree. The semester credit hours carried by any Acadeum course will count towards the minimum of 128 semester credit hours required for graduation.
- The semester credit hours carried by any Acadeum course will count towards the minimum of 64 in-residence credit hours required for graduation (currently 64 credit hours).
- Consortial credits are considered as attempted credits for the purposes of determining Satisfactory Academic Progress.
- Grades and credit earned in consortial courses are included in the calculation of a student’s Luther College semester, cumulative, major and minor grade point averages.
- Unlike transfer courses, courses repeated through consortial arrangements may serve the purpose of improving grade point averages or to continue to make progress towards graduation. Procedures regarding repeating courses apply.
- Luther College will not intervene in grade disputes involving a consortial teaching institution.
- Luther College will not intervene in disputes regarding date-of-drop or withdrawal, or disputes regarding refunds in cases in which the student did not correspond with the consortial teaching institution per the deadlines published for the course by the consortial teaching institution .

- Students are responsible for adhering to course policies of the consortial teaching institution (e.g., course participation, logging in/attending, submitting assignments, securing course materials, and all other actions as stated on the syllabus and by the teaching institution).

II. Purpose

This policy sets forth the conditions and circumstances by which courses taken at consortial teaching institutions through consortial agreements are treated differently from courses taken as part of Dual Enrollment programs, courses taken as a non-matriculating student, credits received through Advanced Placement or International Baccalaureate programs, or other credit-bearing activities at other academic institutions that are not part of a consortial agreement with Luther College.

III. Scope

This policy applies to currently enrolled Luther College undergraduate students, both full-time and part-time.

IV. Terms and Definitions

- None

V. Procedures and Guidelines

A. Semester CIC-OCSC (Acadeum) Course Eligibility

- A student who wishes to enroll in an Acadeum course that coincides with a Luther semester must be pre-approved by Luther College. The Associate Provost and Dean of Academic Affairs will approve or deny all requests, taking into account the recommendation(s) of their primary academic advisor and/or visa focal-point.
- Students eligible to submit requests to enroll in an Acadeum course include, but are not limited to:
 - o Students who have an approved accommodation from Disability Services to take online courses.
 - o International students who are unable to physically return to campus due to travel or visa restrictions. International students should contact their visa focal-point at Luther College and their primary academic advisor before submitting a request.
- The Registrar's Office will be notified by the appropriate office when a student receives approval for registering for an Acadeum course. The Registrar's Office will provide additional information and the link to the Acadeum-Luther portal where the student can search and register for Acadeum courses.

B. Summer CIC-OCSC (Acadeum) Course Eligibility

- A student who wishes to enroll in an Acadeum course that coincides with a Luther Summer Term is not required to seek pre-approval by Luther College. The student should contact the Registrar's Office and staff will provide additional information and the link to the Acadeum-Luther portal where the student can search and register for Acadeum courses.

C. Other Consortial Courses and Programs

- Other consortial programs, such as the LCWS program, require an application process. Students should consult with the appropriate consortium office to determine application processes, deadlines, and course selection, should the student participate in the program.
- The student has the responsibility to work with their primary academic advisor regarding course selection and progress towards graduation.
- The student has the responsibility of informing the Registrar's Office of their intentions in advance of the start of the program.

VI. Confidentiality and Record

The documentation is maintained by the Registrar's Office and becomes part of the students' academic record.