

POLICY FOR ENROLLING IN ACADEUM CONSORTIUM COURSES – 2026-2027

Purpose:

Westminster College is a member of the Council of Independent Colleges (CIC) Online Course Sharing Consortium (OCSC) which gives students access to courses via the Acadeum platform. OCSC enables students to enroll in courses offered by partner institutions, ensuring flexibility and instructional quality in fulfilling academic requirements. The primary purpose of participating in the OCSC is to provide Westminster students with course options for summer sessions that align more closely with Westminster academic standards.

Students register through the Westminster Registrar's Office for courses that are approved by Westminster faculty and administration. To ensure equivalent quality, students may only enroll in OCSC courses offered by members of the Council of Independent Colleges. Students earn Westminster credits and the grades they receive are counted in their Westminster grade point average

This policy outlines the steps for students to request enrollment in OCSC/Acadeum courses and the conditions under which such requests will be approved.

Eligibility:

- Westminster students must be actively enrolled in the College.
 - For the time being, students can only take a course through Acadeum during Westminster's established summer terms. Students may not enroll in a course through the consortium if a similar course is being offered by Westminster faculty during the summer.
 - In exceptional circumstances related to graduation within the next nine months, student can petition the VPAA to take an Acadeum course during fall or spring semester. In addition to meeting other requirements, to be eligible to take a course through Acadeum during a fall or spring semester, the student must be enrolled in a minimum of 12 credits at Westminster.
 - Courses offered through Acadeum during other terms (e.g. J/winter term, May term) at the host institution are not available to Westminster students.
 - Students cannot take Acadeum courses as an audit.
- Applicants must secure the approval of BOTH their academic advisor AND the Chair of all Westminster departments/schools that would teach an equivalent course.
- Westminster departments/schools are allowed to pre-approve courses and add them to the list available to students (will be posted to My.Westminster once available).
- Approval must also be obtained by the Westminster Registrar's Office AND the VPAA/Dean.
- Approval is contingent upon alignment with the student's academic program, graduation requirements, resolution of scheduling conflicts, lack of Westminster alternatives, and matching of course content to meet specific requirements.
- Students cannot use an Acadeum course as a Westminster All-College Honors course.

- Application approval by Westminster faculty/administration is not a guarantee of enrollment, as the host institution has the final approval/disapproval of any submitted enrollment request.
- Courseload limits will still apply as mentioned in the Westminster catalog. Students may enroll in no more than three courses in any one summer, and a maximum of 19 credits in the fall and spring semesters. Students wishing to take 20-21 credits during the fall or spring semester must submit an [Academic Overload](#) Petition Form and approved by their academic advisor and the VPAA/Dean of the college.
- Students are required to pay all current Westminster tuition rates and fees for all courses taken through Acadeum. For more information, please see [Tuition and Costs](#) on the Westminster College website.
- Students cannot receive financial aid or Veteran's (VA) benefits at both Westminster and the host institution to pay for classes taken through Acadeum. Westminster is the school that will bill for Acadeum courses taken; therefore, all financial aid and VA benefits are to be paid to Westminster College.
- Students must pay Acadeum tuition and fees prior to registration and bring their receipt to the Registrar's Office. Students who do not pay will not be registered.

Application Process

Deadlines:

Students must submit the approved paper Acadeum Course Application, signed by student, advisor, and course subject area department chair to the Registrar's Office at least 3 weeks *before* the end of the add/drop period of the appropriate Westminster semester. Late applications may not be considered. For example, a student's Summer 2026 Acadeum Course Application must have been submitted 3 weeks prior to 4:30pm on Monday, June 8, 2026, when Westminster's add/drop period ends for Summer 2026 courses.

Dropping a Course: To drop an Acadeum Course, the request **MUST** be submitted to the Registrar's Office by the Westminster semester's add/drop deadline or the host institution's posted last drop date, whichever comes first. Host institution's drop deadlines can be found on the Acadeum website.

Initial Consultation:

The student must meet with their academic advisor to determine if an Acadeum course is necessary or beneficial. The student picks up the application form in the Registrar's Office in Old Main 104 or prints a paper form from My.Westminster -> Academics. The course selection process should be a collaboration between the student and academic advisor.

Course Selection:

The academic advisor and the student may choose a course that has been pre-approved by the Westminster department that would be responsible for the equivalent course on campus. Alternatively, they may identify eligible courses from the Acadeum platform (students.acadeum.com/courses) of course offerings that align with the student's academic needs and seek approval from the chair of the relevant department. Remember, the course

must be offered by a CIC institution Prior to approval, **the advisor must certify** that the student has already completed all prerequisites for the Acadeum course. Prerequisites are denoted on the Acadeum website in the course information.

The Acadeum course dates must fall within the dates of a Westminster College term as noted on the academic calendar.

Application Submission:

Once the student, advisor, and course subject area department chair have approved and signed the application, the student must submit the application to the Registrar's Office in Old Main 104. Incomplete applications may not be considered.

Approval Process:

The application will be reviewed by:

- The student's academic advisor prior to submission to the Registrar's Office.
- The course subject area department chair or program director prior to submission to the Registrar's Office. For example, a business class must be approved by Westminster's School of Business Chair.
- The Registrar's Office to confirm credit transferability, prerequisite completion, and compliance with college policies.
- Final Westminster approval rests with the Vice President of Academic Affairs/Dean of the College.

Students will be notified of approval or denial via email by the Registrar's Office within 5–7 business days.

Academic Considerations:

Credits earned through Acadeum will be registered as the approved Westminster College course equivalent in the student's Westminster registration like a normal Westminster class and will count toward degree requirements.

The grade earned in an Acadeum course will be included in the Westminster GPA calculation and will count towards graduation requirements, just as if it was taken directly at Westminster College.

Responsibilities:

It is the student's responsibility to meet all course requirements (including pre/corequisites), adhere to the host institution's policies, and complete the course within the allotted time.

Once enrollment is accepted by the host institution, the student must follow all processes required of the host institution. Including but not limited to logging into the host institution's student portal in the proper timeframes. Failure to do so could result in disenrollment from the course.

