



Distance Education Policy

There is no limit on the number of units students can take by distance learning – whether it be by correspondence, TV, Internet, video or any other method, as long as the transcript received is from an accredited school. “Accredited” is defined as schools approved by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

Please keep in mind: A minimum of 30 units must be taken at Biola University, at least 15 units (upper division level) in the major field. Biola has established a residency requirement for Bible. Of the 30 units required of all students, 15 units must be taken at Biola. Extension credit or credit by examination may not be used to fulfill the minimum residency requirement.

Approved Distance Education Coursework

Included in this booklet are guidelines sheets for accredited distance education coursework that will transfer to Biola. This is not an exclusive list of schools offering such courses but is a list of coursework that has been reviewed and approved by our faculty and/or administration. The schools listed in our Distance Education section are not the only schools from which you may take distanced education classes. Many of the schools on our pre-approved lists offer classes by distance education. If you wish to take a distance education course that is not listed here, it must be pre-approved by the Biola Registrar's Office.

If you're having trouble finding a particular class to take via distance education, you might want to go to www.cvc.edu. This gives a list of all classes offered online by California community colleges. If you find a G.E. class that you want to take, see if you can match it to one of the pre-approved classes on our list for that school. If not on a pre-approved list, contact the Transfer Evaluator in the Registrar's Office.

Listed on each sheet is information on how to contact the school for information on enrollment and prices.

It is recommended that students not take mathematics or foreign language courses by distance education. **English composition may not be taken by distance education. Communication courses may not be taken by distance education without approval (via *Substitution Request* form) from the Communication Department.**

Procedures

1. Contact the school of your choice (usually on the website) and follow their directions for registering.
2. Complete the application and indicate which class(es) you wish to take.
3. Online classes may have online examinations. If not, all exams requiring proctoring must be sent to:

Biola University
Registrar's Office
13800 Biola Avenue
La Mirada, CA 90639

You will be contacted by the Biola University Registrar's Office when an exam has come, and arrangements will be made for you to take the exam.

Proctored exams may NOT be sent to :

- Private home

- Primary or secondary school
- Place of worship
- Private business

Proctors may NOT be any of the following:

- Part-time faculty or staff member
- Adjunct faculty member
- Graduate student
- Elementary, Middle or High School teacher or administrator
- Employer or co-worker of the student
- Relative, neighbor or personal friend of the student
- Tutor or personal advisor of the student
- Pastor
- Any person associated with the athletic department or sport program of a college, university or high school
- Any person with a potential conflict of interest

4. When you have completed a course, request that a transcript be sent to:

Biola University
Registrar's Office
13800 Biola Avenue
La Mirada, CA 90639

5. You will receive a copy of the official transcript evaluation which will show that you have been credited with the units.

Financial Aid

If you are requesting financial aid for a distance education class or are using a distance education class to maintain full-time student status, please contact the Financial Aid office as soon as possible. Unless certain forms are completed in advance, the student's aid may be delayed, reduced or lost.

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