

Pepperdine University Policy on Cross-Registration

(Revised November 2009)

I. Cross-Registration Policy Statement (for inclusion in all school catalogs)

Cross Registration

Students who are not admitted to an established Pepperdine joint-degree program may still enroll for a limited number of courses in the University's other four schools. Permission must be given by both the appropriate associate dean or designated administrator of the other school and the instructor of the course. Students should also have the permission of their academic advisor to ensure that the course taken will apply to their degree program. Students must complete the Cross-Registration Enrollment Form and may enroll only if space is available in the course.

II. Internal University Procedures Regarding Cross-Registration

A. Tuition

1. Tuition for cross-registered courses will be charged under the following guidelines:

- a. Courses Taken in a Joint Degree Program

Students admitted to University-established joint degree programs (e.g., JD/MBA, JD/MPP, MBA/MDR, JD/MDiv) that are designed to yield degrees from more than one of Pepperdine's schools will be charged the tuition flat rate of the school in which the student is carrying the greater number of units in that particular term. For example: A student enrolled in 12 units in the School of Law (SOL) and 4 units in the School of Public Policy (SPP), and where the units count toward the corresponding degrees (12 toward the JD and 4 toward the MPP), would be charged the normal flat rate tuition of the School of Law. In cases where the number of units is equal between the two schools, the lower tuition rate will be charged.

Students admitted to University-established joint degree programs that are designed to yield more than one degree from within only one school (e.g., JD/MDR, both granted by the School of Law) will be charged according to that school's tuition rate structure. At the School of Law, for instance, students enrolled in the JD/MDR program are required to earn 88 units for their JD degree and 32 units for the MDR degree. As part of the joint degree program, JD/MDR students are permitted to count 14 LAW units toward fulfilling their MDR requirements, leaving 18 additional MDR units to be earned to complete their MDR requirements. Accordingly, JD/MDR students will be charged according to the normal rules for the 88 LAW units, but will

be charged on a per unit basis for the additional 18 units needed for the MDR degree. For example, a JD/MDR student enrolled in 12 LAW units and 4 MDR units will be charged a flat rate for the LAW units and charged additionally for the 4 units of MDR tuition.

b. Courses Taken to Fulfill Degree Requirements

If students receive approval to enroll in another school to complete the primary school's degree requirements, the University will charge tuition based on the primary school of enrollment. For example: A student who enrolls in 14 units at SOL, and 4 units in SPP, where the SPP course would fulfill the SOL degree requirements, would be charged the SOL flat rate (10-18 units).

c. Courses Taken as Requirements for Two Separate Degrees

When students pursue non-joint degrees and, upon completion, receive 2 or more separate degrees, they receive no unit reduction benefit. Tuition will reflect standard charges for each school attended.

d. Non-Degree Units Taken as Electives

Non-degree units will be charged at the standard rate for the school offering those courses. For example: A SOL student enrolled in 14 law units and 4 Seaver units that do not apply to his law degree will be charged the flat rate for the law courses (10-18 units) plus the 4 units at the per unit rate at Seaver.

2. This policy assumes that flat-rate tuition is set at a maximum of 18 units for all schools offering the flat rate.

B. Approval Process

1. The student begins the registration process by seeking permission from the primary school of enrollment to take classes outside of the established schedule of classes being offered by that school. It is incumbent upon the person granting permission to ensure that the course(s) requested will properly fulfill the academic requirements for the student's current degree.
2. Each school has the sole responsibility for registration for its own classes. Deans or other administrators cannot enroll students in classes that are not directly under their jurisdiction.
3. A designated administrator or associate dean for each school will grant students permission to cross-register. The designated representative at the "sending" school will be in contact with the designated administrator at the "receiving" school to set up the proper approvals. At no time during the requesting process should the "sending" school contact the "receiving" school's professor directly.

4. For proper record keeping, a matriculation record for each student taking a class that does not count towards the primary degree must be created at every Pepperdine school where the student is enrolled for class(es). For the “secondary” school(s) of enrollment, the matriculation record for the student will be listed as “non-degree.” The Cross-Registration Enrollment Form will serve as the main document for the “non-degree” matriculation record to be created; it will serve as the substitute for any other existing non-degree applications at Pepperdine when used for cross-registration purposes. Students taking a class that does apply to the primary degree need not register as non-degree students in the secondary school. The designated secondary school official will register those students under the primary degree plan (to which the class applies).

5. When the student is only being charged tuition at the rate of his primary school of enrollment but is taking a course/s at another school to fulfill a degree requirement, the tuition will be prorated based on the number of units the student is taking. The actual transfer of tuition dollars would be handled by the school whose tuition appears on the student account. This will take place once per semester, after the 0% refund period is in effect.

C. Enrollment Restrictions and Headcount

1. Each school’s associate dean or designated administrator has the right to limit the number of cross-registering students in any given class.
2. The associate dean or designated administrator of each school has the right to control the total number of units of “secondary enrollment” to or from that school.
3. Cross-registered courses will be considered transferred courses, and will count toward the total number of units a student may transfer in from other schools.
4. For purposes of enrollment statistics, students are counted based on their primary enrollment in a given school. Joint degree students are counted with the school determined to be “primary” in any given term, based on the number of units. Students should never be double-counted.

D. Grading

1. Since the School of Law does not use a letter grade system, the following scale will be used by the Registrar to translate between numeric and letter grades where necessary.

A	90-100
A-	87-89
B+	84-86
B	80-83
B-	77-79
C+	74-76
C	70-73

C-	67-69
D+	64-66
D	60-63
F	50-59

III. Policy Approval

This policy was originally approved by the Education Council on October 20, 2004, based on a recommendation from the University Registrar, and revised on June 15, 2005 and August 21, 2006. All amendments to this policy require Education Council approval.