Policy Number AA-2010-1020

Policy on Visiting Student Program

Approved by: President’s Cabinet/ Academic Affairs Council

History: Revised - 2-17-2009

Additional History - n/a

Related Policies: n/a

A. Purpose
The purpose of this policy is to facilitate the undergraduate student enrollment at sister institutions of the Pennsylvania State System of Higher Education for a limited period to take advantage of courses, programs or experiences not available at the home institution, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation and to expand options available to undergraduate students and improve supervision of student teaching, clinical experiences, internships, and international exchange programs, by sharing responsibility for each others’ students.

B. Scope
This policy applies to all undergraduate students.

C. Key words and phrases:
None

D. Policy & Procedure(s)
The student must have satisfactorily completed at least 27 credits at the home university and be in good academic standing. The student must obtain advance approval from the home university and from the sister university to complete specified studies at a sister university under this program. Each university shall specify and publish the approval procedure for its own students’ participation and for students from other System universities who wish to visit under this policy.

The student must present evidence of home university approval and evidence of visiting university acceptance at time of registration at the sister university. A student may complete up to 18 credits in a single semester and up to 16 credits of summer work as a visiting student.

All credits and grades accrued at the sister university shall be accepted in full by the home university, and thereafter treated as home university credits and grades. The student shall register at, and pay tuition and fees to, the State System University visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities. The Visiting Student Transcript will transfer all credits from the sister university to the home university.