**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

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| **Cheyney University Policy Number:** | AA 2010-1020 |
| **Policy Type:** | Visiting Student Program |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised 10-1-2018 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

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| **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 (PASSHE) 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 other’s students. |
| **B: Scope** | This policy applies to all undergraduate students. |

**Rationale Information**

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| **D. Policy & Procedure(s)**  VISITING STUDENT PROGRAM: PROPOSED LANGUAGE  In order to participate in the Visiting Student Program the student:  • Must have satisfactorily completed at least 27 credits at the home university.  • Must be in good academic standing.  • 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.  NOTE: The current policy as shown in the Academic Catalog and the Registrar Handbook mixes this program with a more general policy regarding taking courses at any regionally accredited institution. The policies should be separate – as this program is specific to PASSHE institutions.  **Further Conditions:**   * An undergraduate student may not take an undergraduate course of record more than three (3) times * No student may use the repeat option more than six times TOTAL. For example, this means repeating six DIFFERENT courses once each, or repeating three different courses twice. * If a student repeats a course – the course credits are only counted once in calculating GPA and determining total credits towards graduation. * Only the most recent earned grade (regardless of whether it is higher or lower than the grade achieved on a previous attempt) will by use in calculating the GPA. * WC will be counted as credits attempted but will not be calculated in the GPA. |

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| **Date Received from the AAC:** | 10/01/18 |
| **AAC Approval Date:** | 10/1/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |