



California University of Pennsylvania

POLICY: Visiting Student Program

A. Purpose & Scope:

To facilitate undergraduate student enrollment at institutions of the Pennsylvania State System of Higher Education to take advantage of courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

B. Definition(s):

C. Policy:

1. The student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing.
2. Students may take a maximum of 24 credits via the Visiting Student Policy.
3. The student who presents evidence of good standing at the home university will be allowed to register for courses at other PASSHE universities. The visiting student priority level for registration will be determined by each university.
4. All credits and grades accrued at other PASSHE universities shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades.
 - a. It is the responsibility of the student to work with the student's advisor at the home institution regarding applicability of credits towards graduation requirements at the home institution consistent with PASSHE procedures.
 - b. It is the responsibility of the student to complete the Visiting Student Notification Form and submit to the home institution prior to enrolling in courses at another PASSHE institution.
 - c. Students cannot use The Visiting Student Program to repeat courses.
 - d. Students cannot use the Visiting Student Program for internship or practica that are required for licensure or certification without the express written permission of their appropriate university officials at the home university and placement availability at the requested institution.

D. Procedure(s):

1. 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.
2. The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, eligibility for honors, eligibility of athletics and credits to graduation are assured.
3. The Application for Visiting Student Status must be completed and submitted.

E. Effective date: July 18, 1991

Updated date:

Amended Date: June 25, 2010

State System of Higher Education

Application for Visiting Student Status

Have you completed a minimum of 12 credits at your home institution? Yes No

Are you in good academic standing (cumulative GPA 2.0 or better)? Yes No

The Visiting Student policy requires that you answer Yes to both questions listed above. If you are unable to answer yes to both questions, you are not eligible to take a course(s) invoking the policy at this time.

Part I - To be filled out by student applying for visiting student status.

What is your Ethnicity?

Social Security No. _____ Home University ID#: _____ Hispanic or Latino Not Hispanic or Latino

What is your Race? Mark one or more races to indicate what you consider yourself to be:

- American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Gender: Male Female

First Name: _____ Middle: _____ Last Name: _____

University/Local Address: _____ Cell/Day Phone No.: _____

E-mail Address: _____ Date of Birth: _____

Legal/Permanent Address: _____

US Citizen: Yes No Legal PA Resident? Yes/County _____ No

Student's Home University: _____

University Visiting: _____ Visiting for Semester/Year: _____

ie. Fall 2015

List the course(s) you intend to enroll in as a visiting student:

| Home University Course Equivalency | Visiting University Course | Comments | Home University Course Equivalency | Visiting University Course | Comments |
|------------------------------------|----------------------------|----------|------------------------------------|----------------------------|----------|
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My signature acknowledges that I have spoken with my advisor or department chair and have approval to transfer the course(s) listed above to my home institution; have read and understand the Visiting Student policy; understand that visiting student status does not guarantee housing at the visiting university; and authorizes the release of my transcript by the visiting university to my home university. I also understand that the grades will be accepted in full by my home university and will be included in my home university credits, GPA, and residency. I understand this form cannot be recinded after the semester/term/session begins.

Student's Signature

Date

Advisor or Department Chair

Date

Part II: The information listed in Part I is accurate and has been verified by the Registrar or Dean of the student's home university.

Acknowledged

Home University Registrar/Dean

Date

Part III: The visiting student is admitted and registered at the Visiting University.

Scheduled

Host Campus Registrar

Date

Visiting University Registrar: Return copies of this form to Home University and Student.



Policy 1991-03: Visiting Student Program

Adopted: July 18, 1991

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B. Standards

1. The student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing.
2. Students may take a maximum of 24 credits via the Visiting Student Policy.
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B. Amended Date - June 25, 2010