



Kutztown University Policy ACA-083

Visiting Student Program – Graduate Students

A. Purpose

To facilitate graduate student enrollment at institutions of the Pennsylvania State System of Higher Education (PASSHE), to take advantage of courses available across the System, without loss of institutional residency or credits toward graduation at the home institution.

B. Scope

This policy applies to all graduate students.

C. Key words and phrases:

None.

D. Policy & Procedure(s)

A graduate student may take advantage of courses available at another PASSHE institution under the following conditions:

1. The student must be accepted into a graduate program and in good academic standing.
2. On a space available basis, a student may take up to 12 credits from other PASSHE universities under this program. Exceptions to the maximum credits may be granted for a student enrolled in a joint degree between two or more PASSHE universities.
3. All credits and grades earned at other PASSHE universities through this program shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades.
4. It is the responsibility of the student to work with, and get approval from, his/her graduate advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with PASSHE procedures.

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5. It is the responsibility of the student to complete the Visiting Graduate Student Notification Form and submit this to the home institution prior to enrolling in courses at another PASSHE institution.
6. A student cannot use the Visiting Student Program to repeat courses taken at the home institution.
7. A student cannot use the Visiting Student Program for internship or practica that are required for the program of study or for licensure or certification without the express written permission of the home university dean of graduate studies and placement availability at the host institution.
8. The student shall register at, and pay tuition and fees to, the PASSHE institution 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.

E. Effective Date

Fall, 2014

F. Approved By

Board of Governors Policy (1991-03-A) – July 8, 2014

G. Last Reviewed

August, 2015
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