

WHEC Cross-Registration Agreement

Community College of Vermont, Landmark College, Marlboro College, Union Institute & University, World Learning/SIT Graduate Institute, Vermont Technical College

This cross registration agreement is designed to allow undergraduate, degree-seeking students in good standing to enhance their educational program by taking classes at the partner institutions as part of their regular course load. For this agreement, "home Institution" is defined as the institution where the student is enrolled as a matriculated, degree seeking student. The "host institution" is the institution offering a course that is open to a matriculated student at another consortium institution. This agreement applies only to courses offered during the academic year, not to summer session.

1. Cross registrations are accepted on a space available basis only. Available spaces will be determined by each institution at the completion of their main registration periods.
2. Cross registrations are limited to one course per student, per term. Participation in special programs or courses, or online courses, will be considered on a case-by-case basis, requiring prior approval from both the home and host institutions.
3. Eligible students must be undergraduate degree-seeking students with a minimum enrollment status of half-time (including the cross-registration course). Students must be enrolled in a minimum of three credits at their home institution.
4. The home institution receives the tuition and awards the academic credits for its own students. All credit earned through this cross registration agreement, including "D" work, may be applied toward residency and other degree requirements, if applicable. The host institution does not receive compensation for the student enrollment.
5. While there are no special registration fees charged to participate in the cross registration process, individual students will be responsible for any normally assigned course fees at the host institution. Students shall be reminded of such fees at the time of registration. The registration process will not be completed until arrangements for payment have been satisfied by the host finance office.
6. The host institution has authority for course administration and will award grades. The host institution will transmit grades to the home institution.
7. Students registering on the cross registration basis must present the completed cross registration form to the host institution in order to register. It is the student's responsibility to drop a cross-registered course at both home and host institutions.
8. Students will observe all policies and procedures in effect at the host institution during the term in which they are enrolled including, but not limited to, academic integrity. Students must meet all pre-requisites identified by the host institution before registering for courses.
9. Students will be responsible for honoring course start and/or end date or holidays of the host institution.

10. Prior to registering, the student is responsible for assuring where any cross registered course fits into their degree requirements; they should do so with their advisor or the Registrar of their home institution.
11. The Registrars of each institution will develop procedures for registration, record keeping and grade transmittal. These procedures will include assuring that pre-requisites have been satisfied prior to registration and that grades are transmitted back to the home institution in a timely manner.
12. Students will need to make their own transportation arrangements and arrange for parking privileges with the host institution, paying any associated fees; students must adhere to the host institution's parking regulations.
13. Enrollment in a specific class gives a student access only to those facilities at the host institution needed to complete the requirements of that class.
14. Each institution will designate a Consortium Liaison Officer who will be responsible for maintaining communication between consortium partners.
15. Any institution may terminate this agreement with a one year notice.
16. This agreement is in effect until the conclusion of the 2018-19 academic year and will be reviewed for revision and renewal at that time.

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3/3/2014

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3/3/2014

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