

**PC(USA) EXCHANGE PROGRAM**

**A Program of Cross Registration Between PC(USA) Theological Institutions**

*TO BE COMPLETED BY STUDENT AND SUBMITTED TO REGISTRAR OF HOME INSTITUTION*

Name \_\_\_\_\_ Email \_\_\_\_\_

Preferred Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

Address \_\_\_\_\_ Other Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Name of HOME School \_\_\_\_\_

Name of HOSTING School \_\_\_\_\_

Candidate for the degree of \_\_\_\_\_

Year Degree Expected \_\_\_\_\_

I am requesting permission to register in the following course(s) for TERM: \_\_\_\_\_

I am requesting permission to register in the following course(s) for YEAR: \_\_\_\_\_

Course #	Course Title	Hrs/Crdt	Grading Option			
_____	_____	_____	LG	P/F(S/U)	CR/NC	AU
_____	_____	_____	LG	P/F(S/U)	CR/NC	AU
_____	_____	_____	LG	P/F(S/U)	CR/NC	AU
_____	_____	_____	LG	P/F(S/U)	CR/NC	AU

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**Registration Approval by Home School**

I certify that the student named above is in good standing in the degree program indicated and is eligible to participate in the PC(USA) Exchange Program.

\_\_\_\_\_  
Signature of Registrar Date

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**Registration Approval by Hosting School**

The student named above has been registered for the courses indicated. Necessary changes have been noted above.

\_\_\_\_\_  
Signature of Registrar Date

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**PC(USA) EXCHANGE PROGRAM GUIDELINES****Eligibility**

This cross-registration opportunity is available to students enrolled in a master's-level degree program at one of the nine theological institutions of the PC(USA). Students registered in the masters degree programs in one of the nine institutions are eligible to take residential courses (including hybrid courses) at any of the other institutions without payment of any additional tuition and fees. Students are not eligible to cross-register at other institutions in a cluster to which a PC(USA) institution may belong.

**Limitation on study**

A student can enroll as a part-time or full-time student at the Hosting school. The Home school is responsible for determining if this program is an appropriate component of a student's degree program. Ordinarily students may not participate in the exchange program during their final semester of study.

**Limits on enrollment**

The Host institution reserves the right to set limits on the number of cross-registrants it will receive.

**Maximum number of terms**

The maximum number of terms a student may be enrolled at a Hosting school will be determined mutually by the Home and Hosting institutions. Ordinarily a student can enroll in the equivalent of one semester of full-time study.

**Credit awarded**

The student's Home institution is responsible for determining how course work will be applied to a student's program of study and will determine the amount of credit to be granted for a particular course.

**Application procedure**

An application form is available in each institution's Registrar's Office and includes instructions for completing the cross-registration process.

**Course selection and availability**

Each institution's Registrar will have available a listing of courses open for cross-registration at the other PC(USA) institutions, complete with information regarding prerequisites and limits on enrollment.

**Billing-Tuition and Fees**

Tuition and fees for a course will be charged and retained at the Home school in which a student is enrolled as a degree candidate.

**Financial Assistance**

Students will follow procedures for applying for financial assistance at their Home institution.

**Grade reports**

The Hosting institution will provide final grades to the Home institution. (These can be recorded in the space provided on the student's original cross-registration form.) The grade(s) are recorded on the student's permanent academic record (i.e., transcript) at the Home institution. The Home institution is responsible for maintaining the student's permanent academic record of courses taken under this agreement.

**Housing**

If housing is needed it is the responsibility of the student to coordinate housing arrangements with the Hosting institution. The student is responsible for payment of housing costs to the Hosting institution.

**Health Insurance**

The student is responsible for determining whether health insurance coverage will be affected by enrollment in another institution.

**THEOLOGICAL INSTITUTIONS OF THE PRESBYTERIAN CHURCH (U.S.A.)**

Austin Presbyterian Theological Seminary  
100 East 27th Street  
Austin, Texas 78705  
(512) 472-6736 / FAX (512) 479-0738

McCormick Theological Seminary  
5460 S. University Avenue  
Chicago, Illinois 60615  
(773) 947-6300 / FAX (773) 288-2612

Union Presbyterian Seminary  
*Charlotte Campus*  
5141 Sharon Road  
Charlotte, North Carolina 28210  
(980) 636-1700

Columbia Theological Seminary  
PO Box 520 / 701 S. Columbia Drive  
Decatur, Georgia 30031  
(404) 687-4576 / FAX (404) 687-4575

Pittsburgh Theological Seminary  
616 North Highland Avenue  
Pittsburgh, Pennsylvania 15206  
(412) 362-5610 / FAX (412) 363-3260

University of Dubuque Theological Seminary  
2000 University Avenue  
Dubuque, Iowa 52001  
(319) 589-3122

Princeton Theological Seminary  
PO Box 821  
Princeton, New Jersey 08542  
(609) 921-8300

Johnson C. Smith Theological Seminary  
1024 Ponce de Leon Avenue  
Atlanta, Georgia 30306  
(404) 998-8373

San Francisco Theological Seminary  
2 Kensington Road  
San Anselmo, California 94960  
(415) 258-6500 / FAX (415) 258-1608

Louisville Presbyterian Theological Seminary  
1044 Alta Vista Road  
Louisville, Kentucky 40205  
(502) 895-3411 / FAX (502) 895-1096

Union Presbyterian Seminary  
3401 Brook Road  
Richmond, Virginia 23227  
(804) 355-0671

## PC(USA) EXCHANGE PROGRAM

### **A Policy Which Permits and Facilitates Cross-Registration Among the Nine Theological Institutions of the Presbyterian Church (U.S.A.)**

This policy of reciprocal cross-registration at the nine theological institutions of the Presbyterian Church (U.S.A.) is designed to strengthen the theological education of persons preparing for ministry. Each of the nine schools has particular strengths which can be made available to students through this process, enriching their educational opportunities. In implementing such a policy, the schools will be an ever more faithful servant of the church.

The nine theological institutions of the Presbyterian Church (U.S.A.), therefore, have established a policy which permits students registered in the masters degree programs in one of the nine institutions to take courses at any of the other institutions without payment of any additional tuition and fees. Tuition and fees for a course will be charged and retained at the (Home) school in which a student is enrolled as a degree candidate.

Students who take courses at a school other than the one in which they are enrolled for a degree will be required to meet all the requirements for graduation of the degree-granting institution.

Students will register through the established procedure of their school using a registration form designed for this purpose. This form requires the signature of the Registrar verifying that the student is in good standing. The Registrar of the student's Home school will forward the registration materials to the Hosting school. Registration will be confirmed by e-mail or other appropriate means.

If taking a course or courses involves living arrangements, the student will be responsible for making all such arrangements with the other school, and for payment of these costs at the other school. Likewise, a student will be eligible for financial assistance only at the school in which the student is enrolled in a degree program.

In case of limited enrollment courses, priority will be given to students according to the Hosting institution's policy. Each school will also identify those courses which are subject to any special restrictions in enrollment. Moreover, individual schools may set limits on the number of cross-registrations they will receive. Ordinarily a student can enroll in the equivalent of one semester of full-time study, but ordinarily not their final semester of study.

The Registrar will send a grade report, not a transcript, to the student's Home school. The Home school will determine the amount of credit to be awarded for a course.

Students will be eligible to take courses in this fashion only at another PC(USA) theological institution. This policy will not apply to other schools in a cluster to which a Hosting school may belong.

Each school will examine the implications of this policy on health insurance coverage for students while registered at another institution.

This policy and the use of this policy by students will be evaluated every six years, in conjunction with the ATS Biennial meeting, and adjustments made subsequently by the deans of the seminaries.

**BRIEF POINTERS**  
**Presbyterian Exchange Program**

After reviewing course information from a particular institution the student completes a PC(USA) Exchange Program application (registration) form and submits it to the registrar of the degree-granting institution (Home institution). In the case of courses with limited enrollment or other restrictions, it is the student's responsibility to contact the registrar at a particular institution to confirm the availability of the course(s).

**THE HOME SCHOOL**  
**(Degree Granting Institution)**

- The HOME school is responsible for collecting tuition and fees from the student.
- The HOME school awards any financial assistance for which the student may be eligible to cover the cost of tuition and fees.
- The HOME school maintains the student's permanent academic record.

**THE HOST SCHOOL**  
**(School of Secondary Registration)**

- The HOST school will provide the HOME school with a grade report. The HOME school is responsible for the student's record of work completed under this agreement (i.e. the student's official transcript).
- The HOST school does not collect tuition and fees related to the courses taken.
- The HOST school, at the student's request, will assist with housing arrangements. When housing is provided by the HOST school, payment of housing costs will be made by the student to the HOST school.

**USING THE APPLICATION (REGISTRATION) FORM**

- After selecting a course(s) (and seeking any necessary approval from the Home or Host school), the student completes the application and submits it to his or her Registrar who then registers the student according to established procedures.
- The Registrar of the Home school signs off on the application and forwards it to the Hosting school. The Hosting school registers the student, using whatever procedure and classification it chooses, and approves the application. A copy of the approved application signed by the Registrar of the Host school and returned to the Home school is sufficient to confirm registration to the Home school.
- When grades have been posted, they can be recorded on the original application (last page) and signed at the bottom by the Registrar of the Host school and returned to the Home school via email and/or post (USPS). Or the Host school can send an official grade report to the Home school.
  - Grades become part of the student's permanent record (i.e., official transcript) at the Home school.