
PC(USA) EXCHANGE PROGRAM

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

This policy of reciprocal cross-registration at the ten theological institutions of the Presbyterian Church (U.S.A.) is designed to strengthen the theological education of persons preparing for ministry. Each of the ten 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 ten 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 ten 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 fax, 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 two 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 and signed at the bottom by the Registrar of the Host school and returned to the Home school, 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.

/jdh/Austin Seminary

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