

## Baltimore Student Exchange Program (BSEP)

### Inter-institutional Agreement

Created September 12, 2000

Updated \$ X J X V W 20

Colleges and Universities participating in the Baltimore Student Exchange Program (BSEP) agree to the following procedures and guidelines consistent with their institutional missions and academic policies:

I.

D The BSEP collaborative programs include undergraduate courses offered during the fall and spring semesters. Independent undergraduate work, special tutorials, or private study types of courses that consume a large portion of faculty time are generally not included in the BSEP program, nor are weekend or evening courses offered through continuing educational studies programs.

E Participating institutions must be current members in good standing of the Baltimore Collegetown Network.

F Eligible students include matriculated, degree-seeking undergraduates from participating institutions. First year students are not eligible. Part-time students must be enrolled in at least the same number of credits at the home institution as the host institution. Students may not enroll in more than 8 courses during their academic careers.

Institutions may require students to be full time at their home institutions before allowing

L Registration priority for students participating in BSEP is determined by the host

host institution's published exam period in order to facilitate participation in commencement or graduation verification at the home institution.

The instructor should confirm exceptions to the final exam schedule to the host institution's BSEP Coordinator/Registrar. Notification of the actual grade(s) earned will be sent to the home institution. Notification of final grades will be sent to the student(s) by the home institution.

III.

- D Coordinator/Registrars from participating BSEP institutions should regularly provide each other with information about changes to academic policies and procedures at their institutions. They should meet periodically to review existing exchange policies and procedures to determine their applicability to changing technology and student needs.
- E Participating students register for inter-institutional courses through the home institution's BSEP Coordinator/Registrar. Registration is confirmed through existing procedures between home and host institutions. If a course is closed, canceled, or needs special permission, the host institution's BSEP Coordinator will notify the home institution's Coordinator and/or the student.
- c. Courses and grades earned through an inter-institutional program are posted on the home institution's student records in accordance with existing institutional policies and procedures. Notations regarding where a course was taken and where feasible, varying sub-topics, should be made on the student's records at the home institution.
- d. Credits and courses in BSEP inter-institutional exchanges are posted to the participating students' academic records at the home institution, and are calculated in students' academic totals (earned hours, quality hours, attempted hours, quality or grade point average) at the home institution, according to its grading policies. The home institution determines applicability toward degree requirements.
- H Final grades earned by participating students are reported to the home institution's BSEP Coordinator/Registrar. Grades may be released to participating students by the host institution in accordance with existing academic policies. The official student academic transcript is maintained by the home institution of students participating in the Baltimore Student Exchange Program.

- IV. Fees – Except in special circumstances, participating students pay tuition and fees on a semester or per credit hour basis to the home institution. Occasionally, some courses require additional fees to cover materials, facilities, or equipment use and cannot be waived. These fees should be identified at the time of registration and must be paid by the student directly to the host institution.

Signatory: Agreed to this day

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President, Community College of Baltimore County

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President, Coppin State University

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President, Goucher College

