

CHARLOTTE AREA EDUCATIONAL CONSORTIUM GUIDELINES FOR THE INTER-INSTITUTIONAL STUDENT EXCHANGE PROGRAM

I. PARTICIPATION

a. Participating Institutions

1. Belmont Abbey College
2. Cabarrus College of Health Sciences
3. Carolinas College of Health Sciences
4. Catawba College
5. Catawba Valley Community College
6. Central Piedmont Community College
7. Cleveland Community College
8. Davidson College
9. Gardner-Webb University
10. Gaston College
11. Gordon-Conwell Theological Seminary
12. Johnson C. Smith University
13. Lenoir-Rhyne College
14. Livingstone College
15. Mitchell Community College
16. Pfeiffer University
17. Queens University of Charlotte
18. South Piedmont Community College
19. University of North Carolina at Charlotte
20. University of South Carolina at Lancaster
21. Wingate University
22. Winthrop University
23. York Technical College

b. Limitations

1. Only students from CAEC institutions who hold regular membership may participate in the inter-institutional exchange program.

II. STUDENT EXCHANGE GUIDELINES FOR CROSS-REGISTRATION

a. Enrollment Criteria

1. Students. A student must be currently enrolled as a full-time, degree-seeking student at the home institution.

2. Courses. A student may not enroll for courses offered in summer sessions. A student may not enroll at the graduate level when there is no comparable graduate program at the home institution. Internships, independent studies, study abroad coursework, directed readings, vocational and continuing education courses are excluded from inter-institutional registrations. Only course that can be posted for academic credit on the home institution's transcript (at the minimum for elective credit) are approved for cross enrollment registration.
3. Grades. As a general rule, a student must take courses for regular grades (e.g. A, B, C, etc.). The student may not elect special grade types such as pass/fail, pass/no credit or audit for courses taken through cross enrollment registration.

b. Registration Guidelines

1. Space Available Basis. Students on their home campus will not be displaced by a CAEC exchange student. Instructors on the host campus will not be asked to overload in order to accommodate a CAEC student.
2. Registration and Fees. General registration and collection of regular fees shall be the responsibility of the home institution. Course registration and related activities shall be the responsibility of the student.
3. The student must obtain a CAEC Inter-institutional Registration Form from the home campus CAEC representative, registrar or designee and secure the required signature approvals from the home institution. The student then takes the registration form to the registrar office at the host institution on the first day of classes for the term in which the desired course(s) is (are) offered.
4. The Registrar or authorized officer at the host campus will grant or deny permission for the student to cross-register in the course(s) at the host campus. The Registrar's Office will be responsible for notifying the instructor and other campus officials (if required) of the student's enrollment.

c. Policies and Regulations

1. Grades and Reports. The host institution shall transmit the grades earned by each CAEC exchange student to the home institution. Both home and host institutions will maintain academic records on all courses, credits and grades earned by all CAEC exchange students.

2. Number of Courses. There is no limit to the number of courses a student may take at a host institution; however, either the host or the home institution may set such limits to coincide with its own academic policies and programs. Generally, a student should enroll in no more than two courses at the host institution in any one term.
3. Access to Facilities. A CAEC exchange student will have access to all facilities required for the course(s) for which registration is approved and enrollment is granted.
4. Jurisdiction. A CAEC exchange student shall be governed by the calendars, appropriate rules, regulations, grading and disciplinary policies of the host institution while in attendance there. Should a question of jurisdiction arise in connection with this policy, it will be answered by the responsible officers of the host and home institutions.

III. IMPLEMENTATION GUIDELINES

a. Institutional Guidelines

1. Each institution may develop its set of regulations for the implementation of the guidelines and shall file those regulations with all member institutions and with the CAEC Executive Board.

b. Reporting

1. CAEC institutions are expected to provide information to the CAEC Executive Board annually on the number of students who participated in the inter-institutional exchange program whether as the host campus or the home campus.