



## Baltimore Student Exchange Program (BSEP)

### Inter-institutional Agreement

*Created September 12, 2000*

*Updated October 2016*

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.
  - a. 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.
  - b. Participating institutions must be current members in good standing of the Baltimore Collegetown Network.
  - c. 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 them to participate in the BSEP. Other institutions will require only that students are full time when participating at both institutions in combination.

All cross registration requests must be approved by both home and host institution BSEP Coordinators and all institutions have the right to deny cross registration.

- d. In general, courses enrolled via the BSEP cross-registration should be applicable to the student's degree requirements at their home institution. Additionally, students should exhaust all course options at their home institution before pursuing cross registration options. Exceptions to this practice may be granted on a case-by-case basis with the approval of both institutions.
- e. Participating students must have completed the prerequisites for courses to be taken at the host institution as specified by the host institution.
- f. Courses taken for anything other than regular grading (A-F) must be approved at the home institution in accordance with existing academic policies. Unless otherwise indicated, students participating in the BSEP programs are expected to take courses for regular grades. Permission from the home institution to take a course using other than regular grading is required.
- g. Existing academic policies of the home institution govern the taking of any course for audit through this program. A grade report will be forwarded to the home institution at the end of the semester in which the audit course was taken.
- h. Students participating in BSEP may take only two courses per year at host institutions. Exceptions can only be made by participating institutions.

- i. Registration priority for students participating in BSEP is determined by the host institution.
  - j. Participating students are responsible for ascertaining the dates for final examinations in all enrolled courses at the host institution. Graduating seniors are advised to make arrangements with their instructors prior to the start of the semester and no later than the first week of classes if final grades need to be submitted earlier to the home institution's BSEP Coordinator/Registrar.
  - k. Each institution will determine which courses taken through the BSEP program are appropriate for transfer or meeting specific degree requirements. For example, restrictions may be set by participating institutions on courses which are taught at the home institution, and/or the number of seminars, practica, internships, clinical experiences, independent study, direct readings, physical education courses or private music lessons that can be taken through this program.
  - l. Some academic programs and specific courses may be closed to students participating in this program because of prior institutional commitments, screening requirements, or excessive enrollment at the host institution.
- II.
- a. Students are subject to the academic regulations of the host institution. Participating students are required to acquaint themselves with both the academic and non-academic regulations of the host institution. These may include, but are not limited to, class attendance-absence, deadlines for grading options, deadlines for course changes and/or withdrawals, academic honor code, and final examination dates.
  - b. Participating students who violate the host institution's academic policies regarding cheating and plagiarism are subject to the host institution's disciplinary procedures for handling such matters. The BSEP Coordinator at the host institution will notify the home institution's Coordinator/Registrar of the incident, actions taken, and appeal procedures. Further action by the home institution is left to institutional discretion. If the charges against the student are upheld, further participation in the BSEP is prohibited.
  - c. Participating students, who have been charged with a violation of the host institution's code of conduct, are subject to the host institution's disciplinary policies and procedures. Procedures for notifying the host institution's Coordinator/Registrar are the same as outlined in II.D. Further disciplinary action by the home institution is left to institutional discretion.
  - d. Participating students are subject to applicable non-academic regulations and penalties of the host institution that include, but are not limited to the student code of conduct, parking, library access and usage, technology access and usage.
  - e. During the add/drop period (change of schedule period), students adjust their schedules through the BSEP Coordinator/Registrar's Office following the host institution's procedures, deadlines and policies. After the change of schedule period, course changes and/or withdrawals must be authorized by the home institution in accordance with policies and procedures, regulations and deadlines at the host institution. Participating students effecting a course change or withdrawal must notify the BSEP Coordinator/Registrar at their home institution.
  - f. Participating students are responsible for attendance in classes at the host institution even when classes are not in session at the home institution.
  - g. Before registering for a course through the BSEP, graduating seniors are advised to obtain permission from their instructor(s) to take the final examination earlier than the

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.

- a. 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.
- b. 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.

- e. 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

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President, Johns Hopkins University

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President, Loyola University Maryland

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President, Maryland Institute, College of Art

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President, Morgan State University

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President, Notre Dame of Maryland University

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President, Stevenson University

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President, Towson University

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President, University of Baltimore

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President, UMBC