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## Policy AC037: Visiting Student

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

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### A. Intent

To facilitate undergraduate and graduate student enrollment at institutions comprising Pennsylvania's State System of Higher Education (PASSHE).

### B. Definition(s)

**Home University:** The home university is that university where the student is enrolled to complete their degree or credential.

**PASSHE:** Pennsylvania's State System of Higher Education, which includes the following universities: Cheyney University, Commonwealth University, East Stroudsburg University, Indiana University, Kutztown University, Millersville University, Pennsylvania Western University, Shippensburg University, Slippery Rock University, and West Chester University.

**Visiting Student Program:** A program allowing students to enroll in courses available across PASSHE, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

### C. Policy

To participate in the Visiting Student Program, the undergraduate student must be matriculated at their home university (Pennsylvania Western University) with a minimum of 12 college-level credits earned and be in good academic standing. Graduate students must be in good academic standing and accepted into their graduate program.

Undergraduate students may take a maximum of 24 credits via the Visiting Student Program during their career as a student at PennWest; graduate students are limited to a maximum of 12 credits. All credits and grades earned at the other PASSHE universities shall be accepted in full by PennWest and thereafter treated as home university credits, residency, and grades.

The student cannot use the Visiting Student Program to repeat courses already taken at PennWest. The students also cannot use the Visiting Student Program for internship credit that is required for licensure or certification without the written permission of appropriate university officials at PennWest, and dependent on placement availability at the visiting institution.

It is the responsibility of the student to work with their academic advisor regarding applicability of credits towards graduation requirements at the home university.

The registration priority level for the student will be determined by the visiting university for purposes of scheduling courses at the visiting university.

**D. Procedure(s)**

1. The student must complete and submit the Application for Visiting Student Status (undergraduate students) or the Application for Visiting Graduate Student Status (graduate students) to the Office of the Registrar at PennWest. The applications may be found on the Office of the Registrar web page.
2. The student shall register at, and pay tuition and fees to, the PASSHE University visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities.

**E. Related policies**

Academic Standing – Graduate Students Policy (AC007)

Academic Standing – Undergraduate Students (AC006)

Visiting Student Program Policy, PASSHE Policy 1991-03-A

**F. Contact Information**

For additional information, please contact the Office of the Registrar.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.