

PC(USA) EXCHANGE PROGRAM

This policy of reciprocal cross-registration at the eleven theological institutions of the Presbyterian Church (U S A) is designed to strengthen the theological education of persons preparing for ministry in the denomination. Each of the eleven 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 eleven theological institutions of the Presbyterian Church (U S A), therefore, have established a policy which permits Presbyterian students registered in the masters degree programs in one of the eleven 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 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.

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 receiving institutions 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.

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 in another PC(USA) theological institution. This policy will not apply to other schools in a cluster to which a Hosting school may belong.

A copy of courses being offered and registration information will be sent to each of the eleven schools by the following dates:

Spring and Summer terms by January,
Fall and Winter terms by May

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, and adjustments made subsequently by the deans of the seminaries.

PC(USA) EXCHANGE PROGRAM

A Program of Cross Registration Between PC(USA) Theological Institutions

TO BE COMPLETED BY STUDENT AND SUBMITTED TO REGISTRAR OF HOME INSTITUTION

Full Name _____ Social Security # _____

Preferred Name _____ Home Phone () _____

Address _____ Office Phone () _____

City _____ State _____ ZIP _____

E-Mail address _____ Web address _____

Name of HOME School _____

Candidate for degree of _____ Date Degree Expected _____

Name of HOSTING School _____

I am requesting permission to register in the following courses

Course #	Title (availability of courses is subject to change)	Grading Option
_____	_____	<input type="checkbox"/> LG <input type="checkbox"/> P/F (S/U) <input type="checkbox"/> CR/NC <input type="checkbox"/> AU
_____	_____	<input type="checkbox"/> LG <input type="checkbox"/> P/F (S/U) <input type="checkbox"/> CR/NC <input type="checkbox"/> AU
_____	_____	<input type="checkbox"/> LG <input type="checkbox"/> P/F (S/U) <input type="checkbox"/> CR/NC <input type="checkbox"/> AU
_____	_____	<input type="checkbox"/> LG <input type="checkbox"/> P/F (S/U) <input type="checkbox"/> CR/NC <input type="checkbox"/> AU
_____	_____	<input type="checkbox"/> LG <input type="checkbox"/> P/F (S/U) <input type="checkbox"/> CR/NC <input type="checkbox"/> AU
_____	_____	<input type="checkbox"/> LG <input type="checkbox"/> P/F (S/U) <input type="checkbox"/> CR/NC <input type="checkbox"/> AU

FOR OFFICE USE ONLY

Registration Approval by Home School	Registration Approval by Hosting School
I certify that the student named above is in good standing in the degree program indicated and is eligible to participate in the PC(USA) Exchange Program	The student named above has been registered for the courses indicated. Necessary changes have been noted above
Signature of Registrar	Signature of Registrar
Date	Date

GRADE REPORT

Course #	Title	Grade	Credit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Registrar of Host Institution _____

Date _____

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 in the denomination. 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 Presbyterian 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 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 receiving institutions 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.

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 in 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 in two years (by Spring 2006), and adjustments made subsequently by the deans of the seminaries.