

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **VISITING STUDENT PROGRAM-Policy No. A067**

Recommended for Approval By Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on February 22, 1993

Review Date: As Required

---

### **INTENT**

It is the intent of this procedure to specify internal operating procedures for the implementation of the Visiting Student Policy, as adopted by the Board of Governors of the State System of Higher Education in July, 1991.

### **POLICY**

The Visiting Student Program is designed 1) to facilitate undergraduate student enrollment at sister institutions of the State System of Higher Education for a limited period to take advantage of courses, programs, or experiences not available at the home institution, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation; and 2) to expand options available to undergraduate students and improve supervision of student teaching, clinical experiences, internships, and international exchange programs, by sharing responsibility for each others' students. Edinboro University will work collaboratively with its sister institutions to administer the Program for the benefit of all SSHE students.

### **PROCEDURE**

#### **EUP Students Seeking Visiting Student Status at Other SSHE Institutions**

1. Students who wish to gain Visiting Student status at another SSHE institution may pick up the "Application for Visiting Student Status" only in the Office of Records and Registration.
2. The Coordinator of Records verifies that the student is eligible to participate in the Visiting Student Program (i.e., the student must have satisfactorily completed at least 27 credits at EUP and be in good academic standing).
3. If eligible for the program, the student is instructed to take the form to 1) the advisor/department chair; and 2) the dean of his/her school for approval. International students must also receive the approval of the Dean of International Studies, and Services in order to participate in the program.

4. The student returns the completed form to the Office of Records and Registration for the signature of the Coordinator of Records. In cases where the application has been approved, the Coordinator of Records sends copies of the completed application to the host institution and to the EUP Bursar's Office and Office of Financial Aid so that issues related to payment of fees and financial aid may be handled in a timely manner. A copy of the form is also given to the student.
5. The Coordinator of Records posts the Visiting Student's grades at the host institution to the Edinboro transcript upon receipt of a copy of the host institution's transcript.

### **Students From Other SSHE Institutions Seeking Visiting Student Status at EUP**

1. The Coordinator of Records is the initial point of contact for Visiting Students from other SSHE institutions. The Coordinator of Records refers the student to the appropriate department chair or program director on campus for approval to enroll in the course(s) in question.
2. Once the prospective Visiting Student returns the form, the Coordinator of Records signs the form to officially acknowledge its receipt.
3. The Visiting Student is instructed to contact the Admissions Office, if this step has not already been taken, to apply for official admission as a "special" student. The student will also be instructed to contact the Office of Financial Aid, if appropriate, to initiate necessary interaction related to financial aid disbursements between the home and host institutions.
4. Visiting Students receive the same scheduling priority as native students at the same level of program completion. This applies both during the pre-scheduling and registration periods.
5. If financial arrangements have not been completed prior to registration, Visiting Students must present evidence of financial aid, if applicable, as deferment of charges for registration in order to avoid losing their scheduled course(s).
6. At the conclusion of the term, the Coordinator of Records will submit grades for Visiting Students to their home institutions.