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5.621 Intra-University Registration

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Intra-University Registration Policy 5.621	
Academic Policies		Effective date: June 1, 2011	
Policy History:	Approved by:	Resolution #	Date
Approved	Chancellor	N/A	June 1, 2011
Revised (Non-substantive)	Office of University Counsel	N/A	May 19, 2017
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs and s	937-769-1890	All Students and Registrars

I. Introduction

A. Community Expectations

1. Antioch University is a national university system with regional campuses, providing a unique educational network that stretches from the student's home campus to Antioch's many campuses and off-campus study programs. Learning opportunities across Antioch University as well as in off-campus study programs and study abroad are made available to students in an effort to provide greater depth and intensity to the student's educational experience and to further our mission of preparing our students to be global citizens.
2. Depending on the individual student's educational objectives, through this network, students may register in courses offered throughout the university.
3. Antioch University students may also enroll in university approved off-campus and international study programs that require full-time residence at a site other than an Antioch University campus.

B. Purpose

The purpose of publishing this policy is twofold:

1. To establish students' rights and responsibilities regarding registration in courses and other learning experiences offered on campuses other than the students' home campus.
2. To establish general administrative guidelines and procedures for identifying and offering courses that are available for registration by matriculated students across the university as well as registering said students and documenting the evaluation of their academic performance.

II. Definitions

As used in this Code, the following terms shall have the meaning set forth below:

The term "**Academic Advisor**" shall refer to the faculty member or academic professional who has the responsibility for approving course selection for a particular student. The title of academic advisors may differ from campus to campus and from program to program; however, for the purposes of this code, any individual assigned these responsibilities is referred to herein as Academic Advisor.

The term "**Academic Unit Head**" shall refer to individual who has primary responsibility for academic leadership within a program of study. The title of academic unit heads may differ from campus to campus and from program to program. However, for the purposes of this Code, any individual assigned these responsibilities is referred to herein as Academic Unit Head.

The term "**Host Campus**" shall refer to the campus or university program at which the student is not matriculated and that offers university-wide courses.

The term "**International Education Program**" shall refer an off-campus study program that requires residence outside the United States.

The term "**Intra-university Registration**" shall refer to the process by which a matriculated student registers for and participates in courses offered by a host campus or through an off-campus study program.

The term "**Matriculated Student**" shall refer to a student is enrolled in an undergraduate or graduate degree or certificate program in which the student earns academic credit.

The term "**Off-campus Study Program**" shall refer to a full-time program of study that requires full-time residence at a site other than an Antioch campus.

The term “**Student Account**” shall refer to a student’s accounts payable records with the university.

The term “**Student Record**” shall refer to a student’s academic records with the university.

The term “**University-wide Registration Course**” shall refer to any course that has been designated as open for registration by Antioch students who are matriculated in programs or campuses other than the host campus.

The term “**University Program**” shall refer to academic programs of study under the aegis of the University Academic Affairs Office including, but not limited to, the Ph.D. in Leadership and Change.

III. Student Guidelines

A. Student Eligibility

1. Student must be matriculated in a program offered by Antioch University.
2. Student must be in good academic and financial standing with the University.
3. Student must be enrolled on at least a half-time basis on their home campus for any time period during which they participate in University-wide Registration Courses.
4. Students must receive approval to participate in Intra-university Registration from their Academic Advisor.
5. Since Antioch campuses do not share a common calendar, students may register for University-wide Registration Courses as long as said registration will not result in students being enrolled on a full-time basis on more than one campus, university program, or off-campus study program each term.
 - a) Students enrolled full-time on their home campus shall not be enrolled in a full-time program at any host campus. Likewise, students who are enrolled in an Off-campus Study Program shall not be enrolled full-time in any other Antioch program.
 - b) Students enrolled full-time at their home campus may register on a less-than-full-time basis at a host campus.

B. Student Rights

1. Students registered for courses offered by host campuses have the right to the same education as their peers in the class who are taking these courses from their home campus.
2. Students registered for courses offered by host campuses should be graded by the same standards as the other students in the class.
3. Students who, due to participation in Intra-university Registration, become qualified for additional financial aid during a specific academic term shall receive the additional support, as available. Multiple disbursements of the aid may be necessary depending upon the actual registration dates.

C. Student Responsibilities

1. It is the student's responsibility to begin the process of determining whether or not a particular course may satisfy requirements for a particular major, concentration or graduation requirement and to secure the appropriate approvals.
2. Student must complete the required Intra-university Registration paperwork according to the schedule and processes established.
3. If students' participation in Intra-university Registration modifies their enrollment status to the extent that their financial aid needs to be recalculated, the student is responsible for cooperating with the appropriate Financial Aid officer and to complete and submit any additional required documentation.
4. For University-wide Registration Courses, students are expected to comply with the posted registration deadlines as well as any drop/add/withdrawal deadlines and associated refund policies on the host campus. In addition, if students drop or withdraw from a University-wide Registration course, they are expected to notify the faculty, registrar, and financial aid officer (if applicable) on the host and home campuses.
5. Students are expected to be responsible for their actions and to conduct themselves in accordance with the Policies, Procedures, Rules and Regulations of the University including but not limited to the Student Conduct Policy #6.103 and and the Student Academic Integrity Policy #6.105.
6. In addition, students are expected to be knowledgeable about and comply with all policies, procedures, rules, and regulations of the host campus and program at which they are registered.

D. Transferring From One Campus to Another

A student enrolled at one Antioch campus who wishes to pursue a degree program at another Antioch campus must apply to that campus for admission. Transfer of credits from one program to another is subject to the Transfer and Intra-University Credit Policy #5.611.

E. Costs to the Student

1. Students who register for University-wide Registration Courses are responsible for paying the tuition, general fees, and all applicable course- or program-specific fees schedule of the home campus.

2. In addition, students are responsible for paying any course- or program-specific fees related to the University-wide Registration Courses, as established by the host campus.

IV. Administrative Guidelines

A. Identification of University-wide Registration Courses

1. The host campus identifies the courses that are open for Intra-university Registration.

2. The host campus establishes all Intra-university Registration prerequisites, which would apply to all students.

3. The list of courses open for Intra-university Registration and all prerequisites and requirements shall be available online to all students.

B. Student Accounts

1. Each student shall have one student account, based at the home campus.

2. All fees assessed students for Intra-university Registration shall be attached to their student account.

C. Academic Advisor Rights and Responsibilities

1. Academic Advisors have the right to timely information about the availability of University-wide Registration Courses and the processes and forms required for students to participate in the Intra-university Registration process.

2. Academic Advisors have the responsibility to clarify with the Academic Unit Head of each program in which the advisees are matriculated any limitations regarding registration, degree requirements, course substitution or any other concerns that might influence a student's eligibility for or the appropriateness of Intra-university Registration.

D. Faculty Rights and Responsibilities

1. Faculty have the right to have access to the same student information for students registered in their courses through Intra-university Registration as faculty do for students matriculated on the home campus.

2. Faculty are expected to treat all students in their courses in a fair and equitable fashion, regardless of home campus.

3. Faculty shall notify the Registrar if students participating in Intra-university Registration cease to participate in the course prior to the end of the term.

E. Registrar Rights and Responsibilities

1. Registrars have the right to have access to the same student profile information for students applying to and registered through Intra-university Registration as Registrars have for students on the home campus.

2. Registrars have the responsibility to protect the academic integrity of the student records for all students registered in courses on the Registrars' campus/university program, including students participating in University-wide Registration Courses offered by the Registrar's home campus/program.

3. Until the University has established the policy, protocol, and procedures for each student to have a single University transcript, each Registrar shall maintain a transcript for each student who registers for courses offered by the Registrar's home campus/program.

4. Registrars will coordinate the articulation among Registrars of the Intra-university Registration student registration forms as well as transcripts and narrative evaluations (as available).

F. Financial Aid Officer Responsibilities

1. The Financial Aid Office on the home campus is responsible including students' participation in Intra-university Registration in the processing of the financial aid requests and awards.
2. If the student registers for a University-wide Registration Course after the student's financial aid has been packaged, the home campus Financial Aid office will determine whether the additional course or courses modifies the students' financial aid eligibility. If a modification is warranted the home campus Financial Aid Office will inform the student of any additional documentation that may be necessary to recalculate the aid. The Financial Aid Office will disburse additional aid according to the campuses' Financial Aid disbursement schedule.

G. Disciplinary Authority

1. When a student is registered in an off-campus study program, that program assumes disciplinary authority for the student for the duration of the program and applies the appropriate policy and procedures. Should the program need to take any disciplinary action, the appropriate program official will inform and consult with the appropriate official at the home campus regarding the disciplinary action decision.
2. When a student is registered at both the home campus and a host campus in the same time period, disciplinary issues are addressed by the appropriate campus, according to the relevant University policy. The appropriate campus will be identified by determining the registration status of the student when the violation occurred. For example, if a student plagiarizes while enrolled in a course offered by the host campus, the host campus will be responsible for taking disciplinary action; if a student plagiarizes while enrolled in a course offered by the home campus, the home campus will be responsible for taking disciplinary action. If questions arise regarding jurisdiction, the Chief Academic Officer on the home campus shall make the final decision about jurisdiction.
3. When a campus takes disciplinary action, it must inform all other Antioch campuses at which the disciplined student is concurrently enrolled.

H. **Financial Guidelines**

1. Student costs: Students will be charged the home campus tuition rate for all credits, converted to quarter or semester credits of the home campus that the student takes regardless of course location, the general fees of the home campus, and any course-specific charges regardless of course location.
2. Revenue sharing: All fees charged students will be credited 100% toward the fees revenue line of the campus charging the fees. The tuition revenue will be split 30% to the home institution and 70% to the host institution.
3. Overhead costs: Revenue generated through Intra-university Registration will be deposited in each campus's account based upon the percentages listed above and will be part of the campus's gross tuition revenue for overhead calculation purposes.

V. Administrative Procedures

Administrative procedures for this policy shall be established in accordance with all applicable federal, state, and local codes and regulations. These procedures shall be recommended by an *ad hoc* procedures development group appointed by the Vice Chancellor for Academic Affairs to the University Academic Council for approval. These procedures shall be reviewed on an annual basis.

VI. Records Administration

A. **Records.** All records of students’ participation in Intra-university Registration proceedings constitute “student records” within the meaning of FERPA and shall be maintained as confidential Student files by the Registrar. Such records shall be disclosed only on a need-to-know basis in compliance with Respondent’s FERPA rights.

B. **Records Retention.** All records relating to students’ participation in Intra-university Registration shall be retained in accordance with the University’s Records Retention and Disposal Policy.

Policy Cross References

Student Conduct Policy	Policy #6.103
Student Academic Integrity Policy	Policy #6.105
Transfer and Intra-University Credit Policy	Policy #5.611