

Operational Guidelines for Intercampus Course Exchange

The University of Massachusetts has matured into an increasingly effective system in which joint programming, collaborative activity, and many common operations link our five campuses together. The University has a growing track record of academic collaborations engaging multiple faculty across the campuses (examples include the I-495 Center for Professional Education, UMass Online, the Intercampus Graduate School of Marine Sciences and Technology, the MS/PhD in Biomedical Engineering and Biotechnology, PhD in Nursing and dozens of individual faculty collaborations in teaching, research, and outreach). The goal of these operational guidelines is to facilitate the smooth interchange of courses and services among the campuses to the benefit of students and faculty.

Matriculated Students in Programs and/or Courses Approved for Exchange

1. These guidelines are applicable to courses that are offered on more than one campus in joint degree programs or in programs where a course exchange has been approved through appropriate faculty and administrative channels. Courses that are collaboratively shared (e.g., team-taught) by two or more campuses fall within these guidelines.

Implementation note: “Appropriate faculty and administrative channels” are to be determined at each campus and for each type of exchange. For example, a joint program may be approved through faculty governance; exchanging a course in languages may require nothing more than the agreement of the department and Dean.

2. A designated person on each participating campus shall be responsible for the administration of course exchange and/or joint programs. Each Provost shall forward the name of this person to the Vice President for Academic Affairs each fall and the complete list for all five campuses will be shared among the campuses. This designated administrator should ensure that these guidelines are followed; that all necessary information regarding courses, waivers, fees or other issues is communicated to all appropriate personnel and departments (registrar, bursar, financial aid, etc.) and an up-to-date list of approved joint programs and course exchanges is maintained.

Implementation note: The designated administrator should maintain hard copies of all policies and guidelines that affect course exchange. S/He should maintain copies of joint program proposals approved through faculty governance; should be notified of any course exchanges approved through other appropriate channels; should provide information to faculty on the processes necessary for facilitating a course exchange; and should be responsible for administrative oversight related to intercampus course exchanges. These representatives may be asked to meet periodically as a group with the Vice President for Academic Affairs to review and revise these operational guidelines or other policies related to intercampus course exchange. Issues that arise at a campus level in implementing these guidelines should be first addressed by this administrator, and if necessary, referred to the Vice President for Academic Affairs for discussion with the system-wide group.

3. Each course offered to students on more than one campus should be listed in the catalog, course registration materials and/or program materials with an appropriate course number on the student's home campus.

Implementation note: This point is critical for the implementation of a home campus model, the assumption on which these guidelines are predicated.

4. Each student in a joint degree program or who, under this policy, is taking a course offered on more than one campus is identified as having a “home” campus, that is, the campus on which s/he is a matriculated student. The student’s home campus shall be responsible for all official records including registration, billing and financial aid for that student.

5. Since each participating campus lists each course involved in an intercampus course exchange, a student will register for the course on his/her home campus as if the course were being offered by his/her campus, regardless of the origination of the course. The course will be counted as part of the student’s course load, billing will occur based on the course load, and financial aid awarded as appropriate.

6. If the course in an approved joint program or course exchange is offered through Continuing Education course on any campus, and if the course is fulfilling a requirement for the degree and is available only as a Continuing Education course, a student may petition the Chancellor or designee of his/her home campus for a waiver of the additional Continuing Education charge. The course must be part of the full-time load as defined for billing purposes. The intent of this provision is to offer availability and accessibility of courses to students, not convenience. Courses offered in intersession or summer session are not eligible for this waiver unless the structure of the program includes course offering in summer and/or innersession as part of a normal cycle (a trimester model).

Implementation note: The student requesting a waiver of Continuing Education charges must provide justification on the petition form as to the importance of the course for his/her degree path. The Dean’s signature on the petition form indicates agreement with the need to take the specific course through Continuing Education to fulfill degree requirements.

If an entire joint degree program is offered online through Continuing Education, then students will pay the established cost of the program as determined by Continuing Ed. Students will follow these procedures to register for courses on their home campus.

7. Students will be counted as part of their home campus enrollment headcount and FTE. For instructional FTE, instructional credit for the course will go to the instructor of record, for all students registered in the course, regardless of their campus location. If the course has more than one instructor, FTE for instructed students should be allocated to each instructor and department according to the proportion of course responsibilities and workload assumed by the participating faculty. These proportions must be negotiated and approved in advance of the course offering. Campuses may negotiate a prorated IFTE in situations where there is one instructor of record but another campus devotes significant technical, administrative, or instructional assistance for the course through staff or graduate assistants.

8. The joint program administrator (or department chair in the case of a single course being exchanged among campuses) and/or registrar is responsible for communicating with all participating campuses regarding enrollment in a course. Changes in student enrollment should be communicated as quickly as possible. After the drop/add deadlines of each participating campus have passed, a student roster should be sent electronically to the campus where the instructor of record is located. The students on this roster should be identified as a participant in either a joint program or an approved course exchange. These students’ information will be added to the database of the campus from which instruction is originating so that instructional FTE may be computed.

Implementation note: Each campus shall determine its own method for identifying students who are participating from another campus in an intercampus course exchange. When

computing instructional FTE, the campus from which instruction is originating needs to include only as much student information as is necessary to generate instructional FTE.

9. Students will register for intercampus courses on their home campus and the home campus will generate all billing. Therefore, students who are receiving tuition/fee waivers per campus policy as teaching or research assistants will receive the waivers even if a campus other than their home campus offers the course. If the course is taught through Continuing Education and is required for the degree (see # 6) the tuition/fee waiver would still apply.

10. Grades received in approved course exchanges will be counted in the student's grade point average and cumulative grade point average. Credit, grades and quality points will be posted. Credit received for courses offered through an approved exchange process will count toward residency requirements at the student's home campus. Credit in approved course exchanges will not be treated as transfer credits.

Implementation note: Quality point value assigned should be that of the home campus for the purposes of computing grade point average and cumulative grade point average.

Matriculated Graduate Students in cross-campus registration in non-approved Joint Programs and/or course exchanges (Note: These guidelines will affect only graduate students at present; undergraduate students should refer to campus policies on transfer and/or visitor exchange).

1. These guidelines are applicable for matriculated graduate students who want to take a course on another campus that is not part of a joint degree program and/or an approved course exchange excluding Continuing Education courses.

2. Matriculated students on a University campus may elect to take a course not approved for exchange but offered by another campus ("host" campus). Students should follow campus procedures for off-campus study, if the student wishes to have the course count toward graduation and/or major requirements and wishes to have the course reflected in the home campus registration, financial aid and billing.

3. Students must complete the attached form to initiate registration in the approved course. Once completed the form will be used to register the student in the course(s) on the "host" campus; to ensure that his/her home campus will bill the student and, as appropriate, provide financial aid; and to guarantee that a bill, if generated on the "host" will not incur an actual expense to the student.

5. Students who register on a "host" campus will be identified by the "host" campus in an appropriate manner to ensure that the "host" campus does not bill the student or offer financial aid.

6. Grades received in approved course exchanges will be counted in the student's grade point average and cumulative grade point average. Credit, grades and quality points will be posted. Credit received for courses offered through an approved exchange process will count toward residency requirements at the student's home campus. Credit in approved course exchanges will not be treated as transfer credits.