

NATIONAL STUDENT EXCHANGE PROGRAM (see checklist on last page)

Beginning with the Fall 1995 semester, East Central University began participating in the National Student Exchange program. The following is a summary of policies and procedures to be used by the Office of Admissions and Records in implementing the program. This document has been modified to reflect changes adopted by ECU effective with the Fall 2010 semester.

FINANCIAL CONDITIONS:

Plan A - Student pays tuition & fees and room & board to HOST school

Inbound students will be classified with a non-resident status and charged out-of-state rates in the computer. The non-resident portion of the fees should be waived in the Bursar's Office at the time they pay. This assures that ECU will not charge in-state tuition to a NSE student who chooses to remain after the one year NSE program. NSE students will apply for Financial Aid through ECU and are subject to payment of fees the same as any other ECU student.

Outbound students will be enrolled in a zero credit hour class entitled NSE: Plan A. The processing of the zero hour enrollment will allow personnel across campus to see an outbound student's status on any schedule screen. However, they will enroll in regular classes at the host campus and will pay the equivalent of in-state tuition there.

Plan B - Student pays tuition & fees to HOME school; room & board to HOST school (Student residency status is determined at the home school based on routine regulations.)

Inbound students will be classified with a non-resident status and charged out-of-state rates for the classes they in which they choose to enroll. ECU will waive all tuition and fee charges because the student does not pay here, but instead pays their home campus.

Outbound students will be charged for fifteen hours at the upper-level rate at ECU regardless of how many hours in which the student chooses to enroll on the host campus. If they choose to enroll in an online course with ECU while participating in the outbound NSE program the student will enroll in the online course and pay for it in addition to the fifteen hours of NSE enrollment.

ALL STUDENTS PARTICIPATING IN THE PROGRAM:

Students apply to NSE and admission to the program is approved by NSE. Individual schools do not determine if a student is admissible to their school. NSE makes this determination.

Transcripts are not required by the host institution for use in setting up records. The incoming student only makes application to ECU for purposes of entering needed data into the computer.

Evaluations of courses being taken at the host campus by outbound students should be completed

prior to the student enrolling at the host school. These evaluations should be filed, in writing, with the Office of Admissions and Records so that there will be no questions concerning transferred courses upon the student=s return to campus. It is the student=s responsibility to do this.

If an inbound NSE student has any type of "hold" placed on their record as a result of being enrolled at ECU, an official transcript will not be released. The NSE Director may want to communicate to the home school that the student has the "hold". If an outbound student has a "hold" at the host campus, and the Office of Admissions and Records is made aware of such hold, ECU will honor it in reference to release of transcripts and re-enrollments. The Coordinator on the host campus should communicate with the NSE Director when the hold is released.

ADMISSION PROCESS, ENROLLMENTS, AND GRADES

The NSE Director will fill out a questionnaire sheet on all inbound and outbound NSE students. The information needed for handling the student records will be listed. A copy is given to the Finance Office, Financial Aid Office and the Office of Admissions and Records. The Office of Admissions and Records copy will be filed in the student=s folder once all record keeping transactions are completed.

INBOUND STUDENTS:

The NSE Director will collect the incoming student's application for admission. He or she will mark it "National Student Exchange Student" and give it to the Transfer Admissions Officer in the Office of Admissions and Records. The application fee is waived for NSE students.

Students will enroll in courses using the same process as any transfer student.

ECU transcripts will be set up for inbound NSE students without using transcripts from other schools. The following notation should be made on the transcript (by using the transcript notes program. Do as a heading above the first semester the student is on campus).

STUDENT ADMITTED AS NSE PARTICIPANT FOR THE FALL 1995 AND SPRING 1996 SEMESTERS

The record can be computerized with the removal of the TRIN flag.

If a student chooses to remain at ECU after his or her NSE participation is complete, official transcripts must be filed with ECU from all other schools attended and the student must meet all admission requirements, including filling out a new application for admission. The student is treated as any other student in reference to admission, residency, and financial status.

If a student, either inbound or outbound, decides to only stay one of the two semesters for which they were approved, the director will send a notice and the steps above should be undone for the semester

not being attended.

OUTBOUND STUDENTS: (ECU students going to another school for 1 or 2 semesters)

NSE outbound students are considered to be in continued attendance for catalog requirement purposes. The Office of Admissions and Records will have to change the catalog year back on an NSE student once he or she returns to campus and enrolls for the following semester. The student should request that this be done.

Transcripts sent to ECU from the outbound student's host school, will be recorded in detail on the student's permanent record. It is the student's responsibility to request that the transcript be sent to ECU from the host school. Any costs associated with the transcript are the responsibility of the student.

A transfer student hold will be placed in the computer on each outbound student. This hold will prevent transcripts from being issued and future enrollments at ECU after the student completes the NSE program until the final transcripts are received from the NSE school the student attended. The Transfer Student Admissions Officer will place a hold with a note containing the name of the school and the semesters the student is attending on exchange on the computer.

Plan A students: Because Plan A, outbound students consider ECU as their home campus, even though they are away on exchange, it has become important that the ECU computer designate these students as merely being on exchange and not as ceased attendance.

A zero credit course, UNIV 3340 NSE:Plan A, has been established to allow students under this program to show a schedule of enrollment. The NSE Director will be responsible for requesting a section number from the Academic Affairs Office. He or she will be listed as the instructor of record and will assign a grade of N at the end of each term. They will then see that an enrollment card is processed for each semester the student is on exchange.

Plan B students: A five hour course, UNIV 3445 NSE: Plan B, has been established to allow students under this program to show a schedule of enrollment and to create the tuition and fee charges for fifteen hours of upper level course work. The same course will be offered three times using three different section numbers. The NSE Director will request the three section numbers from Academic Affairs. He or she will be listed as the instructor of record and a grade of NR will automatically be assigned at the end of each term.

The NSE Director will then see that an enrollment card is processed each semester the student is on exchange and that the student is notified of the amount of fees due and the deadline for payment. The transfer student hold may need to be released on a temporary basis for continued NSE enrollment.

The student's enrollment is not based on the number of hours in which they are enrolled on the host campus, therefore, he or she may take as many hours as they wish at the host campus while on exchange. They will pay for only the fifteen on the home campus. It should be noted that the student

will show both a fifteen hour enrollment at ECU and an additional enrollment at the campus on which the student is participating in the NSE program. If they choose to enroll in an online course with ECU while participating in the outbound NSE program the student will enroll in the online course and pay for it in addition to the fifteen hours of NSE enrollment.

CHECKLIST FOR PROCESSING ADMISSION OF INCOMING NSE STUDENTS

1. Student admitted to the NSE program. _____ (dir)
2. Application for Admission completed by student. The director will mark it NSE and deliver it to the Transfer Student Admissions Officer. _____ (dir)
3. The director will complete questionnaire sheet and deliver it to the Transfer Student Admissions Officer. _____ (dir)
4. Once the student is entered into the computer system by the Transfer Student Admissions Officer, the student will complete an enrollment in a regular schedule. The director will assist the student in this process. _____ (dir)
5. The transcript note will be placed on the transcript indicating participation in the NSE program and the semesters in which the student is participating. The TRIN flag will be removed from the program enrollment record. _____ (tao)
6. After the student enrolls for the first semester, an ANSE hold@ will be placed on the computer prohibiting future enrollments in courses. A temporary release may be given if the student is scheduled to attend two semesters and needs to enroll in the second semester. The permanent hold will be kept on the student=s record prohibiting future enrollments by the student unless they do a formal application for readmission as a regular student. The ANSE hold@ will not stop the student from receiving an official transcript. _____ (tao)
7. Should a student choose to stay longer or leave earlier than expected, the director will notify the Transfer Student Admissions Officer and they will work together to process. See issues detailed in earlier section. _____ (dir/tao)

CHECKLIST FOR PROCESSING ADMISSION OF OUTBOUND NSE STUDENTS

1. Student is admitted to the NSE program. _____ (dir)
2. Evaluation of course work completed for outbound students prior to arriving at host campus. _____ (dir)
3. The director will complete questionnaire sheet and deliver it to the Transfer Student Admissions Officer. _____ (dir)
4. The director will be responsible for requesting section numbers for the NSE sections needed for the semester(s). _____ (dir)
5. The director will be responsible for completing the student=s enrollment card and processing the enrollment(s) on the student. _____ (dir)

6. An ANSE hold@ will be placed on the students record as soon as the initial enrollment is processed to prohibit the student from enrolling at ECU until we have received an application for readmission from the student. A Atranscript hold@ will need to be placed on the student=s record as soon as the initial enrollment is processed to prohibit the student from receiving a transcript until the transcript from the host school has arrived and been recorded. _____ (tao)

7. Once the student completes the course work on the host campus, he or she is responsible for having an official transcript sent to ECU for recording and for applying for readmission to ECU since they attended another school elsewhere. _____ (tao)