

Policy Number: 05.015
Policy Title: Cross-Registration Policy
Policy Type: Academic/ Registrar Related
Responsible Party: Registrar
Governing Body: Faculty Assembly
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Cross-Registration Policy

Antioch College participates in the cross-registration program with participating member colleges and universities through the Southwestern Ohio Council of Higher Education (For a list of SOCHE member institutions, visit www.soche.org). Students who desire to take one or more courses to access academic opportunities not available at Antioch College may earn credits through cross-registration at consortium member institutions. Courses may be taken for credit or non-credit. Before the cross-registration process can take place, a student must meet the following requirements:

1. Must be in good academic standing with a 2.5 cumulative GPA or higher; and
2. Must be a degree-seeking student at Antioch College; and
3. Must have second-year standing at Antioch (at least 51 credits earned). Students approved to take a language offered at a SOCHE member college or university due to proficiency level and placement, are exempt from this requirement during their first year of enrollment at Antioch College; and
4. Must meet all eligibility requirements of the host institution; and
5. Must have no unresolved disciplinary issues in the Office of Student Life; and
6. Must be an enrolled student prior to and during the term of registration; and
7. The course creating cross-registration must not be in the form of an Independent Study.

If the requirements for cross-registration are met, it is the student's responsibility to complete the following:

1. Obtain the SOCHE Cross-Registration form at the Registrar's Office; and
2. Meet with a faculty advisor and identify course offerings at consortium member institutions. The course must be identified on the Cross-Registration Application and approved by the advisor; and
3. After submission of the Cross-Registration Application, schedule a meeting with the registrar to discuss scheduling, registration and cost aspects of cross-registration with member institutions; and
4. Students registered for more than 18 credits (between the home and host institution), will be responsible for fees incurred due to over-crediting. If you are over-crediting, you must file an over-credit petition with the Registrar's Office.

Deadline for Application Submission: Both cross-registration forms must be submitted to the Registrar's Office no later than the Friday of the first week of the pre-term registration period prior to the term of cross-registration.

PLEASE NOTE: The following limitations and considerations apply to cross-

registration:

1. Credit hours taken at host institution may not exceed credit hours being taken at home institution.
2. Combined course load for student at both home and host institutions may not exceed full-time course load allowable at home institution.
3. May not register for a course that is available at home institution during the same term.
4. May not be used for non-credit continuing education courses, workshops, or seminars.
5. Regular tuition and fees payable to home institution by the published deadline.
6. Special fees (lab, parking, etc.) normally paid by host institution's students must be paid to the host institution by cross-registration students
7. Grading is according to the academic standards and grading practices of the host institution.
8. A transcript, grade report, or grade notification is sent from the host institution to home institution for inclusion on official transcript at the home institution.
9. To use cross-registration for the summer term, the degree-seeking student must be registered or pre-registered for the current summer or upcoming fall term at the home institution, or if the student is not enrolled or registered at the home institution for the summer, the student may cross-register for a maximum of two courses at the host institution.

Quarter hours are converted to semester hours, and vice versa, as appropriate to the student's home institution, according to the home institution's conversion formula.