



## UNIVERSITY SYSTEM OF MARYLAND

### III-2.41 - POLICY ON GRADUATE STUDENT INTER-INSTITUTIONAL REGISTRATION

(Approved by the Board of Regents, June 19, 1991; Technical amendments by the Board, December 12, 2014)

#### I. POLICY

It is the policy of the Board of Regents of the University System of Maryland to encourage graduate students enrolled at one institution of the System to avail themselves of course offerings, research facilities, and special faculty competencies at the other institutions of the System. Therefore, degree-seeking graduate students at USM institutions may, with the permission of the director of graduate studies in the program to which they were admitted, pursue for credit at other institutions within the University System of Maryland graduate courses to augment their degree programs.

Courses taken at other institutions should be used to augment the home campus program. If a major portion of the program a student wants is not given at the home institution, then the student should transfer to an institution, which offers the program.

In granting permission to pursue the opportunity afforded by this policy, significant factors to be considered by the director of graduate studies may include but are not limited to:

- A. Unavailability of a similar or comparable course at the home institution within a reasonable time frame. Here convenience is not adequate justification.
- B. Possible enhancement of the student's overall program in a way not possible at the home institution, as by the existence at the host institution of a unique research or instructional facility, particular faculty expertise, or the availability of a particular course not offered at the home institution.
- C. The level and content of the course, including the nature of prerequisite course work.

#### II. DEFINITIONS

- A. Home Institution -- The institution to which the student is currently, formally admitted in an approved graduate degree program. The home institution will be responsible for admission, academic advising, grants of financial aid, the academic transcript and the awarding of the graduate degree. The student must maintain academic eligibility at the home institution.

B. Host Institution -- The institution which registers the inter-institutional student for the inter-institutional course only and offers the course(s) taken as a visiting inter-institutional student. The host institution will provide, on a space available basis, access to courses, seminars, and research facilities. Use of the libraries, parking facilities, and emergency health care will be made on the same terms on which they are offered to graduate students at that institution.

### III. REGULATIONS GOVERNING THE INTER-INSTITUTIONAL REGISTRATION PROGRAM

A. Degree-seeking graduate students in good academic standing in approved graduate programs at USM institutions are eligible to participate.

B. Participation in the program shall be entered into only after receiving approval from the appropriate authority at the home institution and with the concurrence of the appropriate authority at the host institution. Approval does not insure availability of a place in the course at the host institution. Actual registration is on a "seats available" or other established basis. Contact with the department or program at the host institution is recommended in order to determine availability of space in the course and the existence of particular prerequisites. This should be done well in advance of the registration period in which the course will be taken. Students will use the registration procedures and times applicable to native students at the host institution.

C. Inter-institutional students shall pay all tuition for courses taken at a host institution directly to the home institution in accordance with that institution's policies. On an annual basis there will be an exchange of tuition collected based on enrollments at the host institutions. For teaching load and FTE student computation, the credit hours taken at the host institution will be reflected at the host institution.

D. All credits and grades earned by participating students at a host institution are defined as resident credit by the home institution and entered on the academic record of the student at the home institution.

E. The University System of Maryland and each institution shall develop coordinated procedures for the implementation of this policy.

Replacement for: BOR I-4.00, Section IV