UNDERGRADUATE CROSS-REGISTRATION AGREEMENT

Between

CHATHAM UNIVERSITY
Woodland Road
Pittsburgh, PA 15252
www.chatham.edu

And

THE ART INSTITUTE OF PITTSBURGH
420 Boulevard of the Allies
Pittsburgh, PA 15219-1328
www.artinstitutes.edu/pittsburgh

ADMINISTRATIVE CONTACTS:

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The Art Institute of Pittsburgh
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UNDERGRADUATE CROSS-REGISTRATION AGREEMENT

Chatham University and The Art Institute of Pittsburgh

MISSION

To provide opportunities for enriched educational experiences by permitting undergraduate students the convenience to cross register between the two institutions.

PURPOSE

To provide a means of sharing resources, insights and information among member institutions, engaging in cross registration, joint cooperative course scheduling and to offer a common voice on matters that affect all students at both institutions.

BENEFITS

- A broader range of course offerings is available
- No additional home institution tuition is charged
- Full credits and grade, per home institution policy, are transferred to the home institution
- Cross registration is available to full-time students year round

CROSS REGISTRATION GUIDELINES

- Course registration will be limited to exchange of five undergraduate students (15 credits) per year
- Cross-Registration is available to students enrolled full-time only
- Students are limited to one cross registration course per semester/quarter
- Approval of the dean or designated individual from the home institution is required
- The student's advisor or dean must assure course eligibility
- Students must have applicable prerequisites for the cross registration course
- Students do not acquire status at the host institution
- Permission is required to add or drop a course after the home and host institutions deadlines
- Each institution accepts registration from the other institution; however, first priority in registration is given to students of host institutions
- Academic regulations of the host institution will prevail
- Students may not cross register at a host institution if the course is offered during the same semester/quarter at the home institution
- Host institutions have the authority to establish a maximum number of cross registrations per course
- Home institutions may limit the number of cross registration students per class

PROCEDURES

- Students obtain cross registration forms from their Department Directors at their home institution
- The student selects the course in which he/she wishes to enroll and obtains required permissions as stated in the guidelines
- Students complete and return the cross registration form to their home institution's Department Director
- The home institution will notify the student when/if the cross registration has been approved

COST SHARE

- The student will pay home institution tuition for cross registration courses
- The host institution will pay for the Faculty
- There is no exchange of tuition or instructor costs between the two institutions

DEFINITIONS

- Home Institution – the institution to which the student has applied and enrolled
- Host Institution – the institution offering the cross registration course
- Cross Registration – the opportunity for students to take courses at an institution other than their home institution without attending institutions concurrently and/or having to apply and transfer credit
CROSS-REGISTRATION AGREEMENT
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Chatham University and The Art Institute of Pittsburgh

We agree to the terms and conditions as presented in this Agreement.

This contract may be modified or terminated in 90 days by either institution upon written notice. In the case of termination, all current and approved prospective students will be allowed to complete their course of study as allowed by this agreement. All modifications must be mutually agreed to in writing.

Both institutions should promote this agreement.

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<tr>
<th>FOR THE ART INSTITUTE OF PITTSBURGH</th>
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<tr>
<td>George W. Sebolt 9-13-10</td>
<td>Dr. Esther L. Barazzone, Date</td>
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<td>President</td>
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<td>Sharon L. Fross, Ph.D. 9/10/10</td>
<td>Dr. Laura S. Armesto, Date</td>
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<td>Vice President of Academic Affairs</td>
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