

GRADUATE CONCURRENT ENROLLMENT PROGRAM
BOWLING GREEN STATE UNIVERSITY • THE UNIVERSITY OF TOLEDO

Bowling Green State University and The University of Toledo offer graduate students enrolled in degree programs the unique opportunity to enhance their academic experience by taking advantage of resources provided by the participating institutions through the Graduate Concurrent Enrollment Program (GCEP). After receiving the approval of their advisor (UT)/graduate coordinator (BGSU) and participating graduate deans, students in the Concurrent Enrollment Program may take graduate coursework at the cooperating (host) institution and receive credit on their home institution's official transcript. This form is not required for students in the consortial Master of Public Health Program.

STEPS FOR CONCURRENT ENROLLMENT

Enrollment Forms

The Concurrent Enrollment Application must be completed **each** semester a student participates in the program. This form should be submitted to the home institution **at least two weeks prior** to the start of classes, for approval by the advisor/graduate coordinator and graduate school dean. This form must then be submitted to the graduate school at the host institution prior to registration for classes. **Credit and grades are contingent upon validation of graduate status from the student's home institution.**

Registration at Host Institution

Completion and approval of the concurrent enrollment form only permits registration at the host institution, but does not register the student for the approved course(s) to be taken at the host institution. It is the student's responsibility to register at the host institution before the beginning of the term specified. For information on registration procedures at the host institution, consult the host institution's web site or contact the Registrar's office. Regardless of any registration at the host institution, a student must register for a minimum of 1 credit hour at the home institution to remain in good academic standing.

Course Credit

At the end of the semester, the host institution will forward grades for classes listed on this enrollment form to the home institution for inclusion on the student's official transcript. Credits and grades earned count as resident credit at the home institution.

Students are required to complete a minimum of 51% of their coursework for their degree program at their home institution.

Fees

Instructional and laboratory (if appropriate) fees for courses taken at the host institution must be paid to the host school. Payment of general fee, technology fee, and other specialized fees may be required depending on the circumstances of the enrollment; such fee payments will be determined by the host institution at the time of enrollment.

If the student is **not** registered by the deadline specified by the host institution, the late fee will apply and be billed to the student's account at the host institution. The student will also be responsible for all charges associated with dropping a course after the host institution's drop deadlines.

Students receiving financial assistance should consult with their home institution regarding minimum or maximum enrollment requirements, and ensure that the courses at the host institution meet all conditions of the financial assistance award. If you do not hold a graduate assistantship/teaching fellowship, but you are an employee at one of the institutions, you must contact the Human Resource Office where you are employed and complete the necessary paperwork.

Student Services

Student services should be provided by the home institution. Concurrently enrolled students are generally not eligible to participate in the student services offered by the host institution.

Parking

Although one parking permit may be used across the campuses, students must check with the parking services office at each institution attended to ensure compliance with local rules.

Home Institution: The institution in which the student is enrolled and pursuing a degree.

Host Institution: The institution in which the student wishes to take coursework and have the credit and grade transferred to his/her transcript at the Home Institution.

NON-DISCRIMINATION POLICY

Bowling Green State University and The University of Toledo are Equal Opportunity/Affirmative Action employers. Each institution continues its policy of non-discrimination on the basis of sex in compliance with Title IX of the Education Amendments of 1972 in all services, activities and programs under their sponsorship. In addition, each institution administers all actions without regard to the race, creed, color, national origin, age, handicap or political affiliation as defined by law. These policies pertain to application and selection for admission as well as for employment and all other institutional personnel actions.

Are you employed full time at: BGSU UT?

Form 52-GS/Revised 8/24/06