Vermont State Colleges
Consortium Enrollment Agreement
Effective 5/15/02
Revised 11/22/02
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Matriculating and non-matriculating students in the Vermont State Colleges (VSC) can simultaneously enroll in courses at two or more VSC institutions through the VSC's single course database and unified student administrative system. The five institutions in the VSC— Castleton State College (CSC), Community College of Vermont (CCV), Johnson State College (JSC), Lyndon State College (LSC) and Vermont Technical College (VTC)— enter into this Consortium Enrollment Agreement for the following purposes:

- to enable students enrolled in degree or certificate programs (matriculated) at CSC, CCV, JSC, LSC and VTC to receive financial aid through their home institution based upon their total credit enrollment and grades earned at both their home institution and any other VSC institution(s), hereafter referred to as the host institution.

- to define the procedures by which a student registers for a class at a host institution.

- to designate the institution that is responsible for billing the student and awarding financial aid for all courses taken at any VSC institution.

This Consortium Agreement does not affect special tuition arrangements between colleges that are established by agreement of the Council of Presidents. The Consortium Enrollment Agreement does not apply to students in VTC's LPN program.

REGISTRATION PROCEDURES

1. A student's home institution for a given term is determined by the student's active program and enrollment status for that term. The student's home institution for the term will not be changed after the end of the initial add-drop period at any of the institutions that the student is attending.
2. Students seeking a degree establish an active degree program (matriculated status) at an institution by applying to, being accepted by, and attending an institution. This is their home institution. Students will have only one degree program at a time with an "active" status. "Active second" status will be used for the additional program when a student is actively pursuing two degree programs at the same time.
3. Non-degree students establish non-degree status at an institution by registering for a class at the institution. This is their home institution.

4. The school-specific policies and procedures regarding degree requirements, transfer credits, placement levels, refund policies, and add/drop/withdraw dates and procedures that pertain to each student are those of the home institution. When registering it is important that students receive information and advising based on their own school's policies and procedures. Therefore, students will register at their home institutions (or online via Web Services, with home-institution approval) for all courses to be taken within the VSC, regardless of where the courses will be taken.
5. Students seeking a degree at any VSC institution may register for host-school courses at CSC, JSC, LSC or VTC only after the period restricted for matriculated students at the host institution is complete. Students seeking a degree at any VSC institution may register during their normal registration periods for available courses at CCV. Non-degree students may register for classes offered at a host institution only when registration at that institution is open for non-degree students.
6.

3. For the *fall and spring semesters*, degree and certificate students enrolled on the equivalent of a full-time basis will be charged a regular full-time rate at their home institution. For the *fall and spring semesters*, degree and certificate students enrolled on a less than full-time basis will be charged a regular per-credit rate at their home institution. For the *fall and spring semesters*, the home institution keeps the tuition revenue from degree and certificate students.
4. For the *summer semester*, all students will be charged a regular per credit rate at the institution offering the course. For the summer semester, the institution offering the course keeps the tuition revenue.
5. For all semesters, course-specific fees will be reimbursed to the institution offering the course.
6. For the fall and spring semesters, degree students with approval to enroll exclusively at one VSC college while maintaining matriculation at another will continue to be charged the tuition rates of the student's home institution and that institution will keep the tuition revenue (see 8B above under Registration Procedures).

FINANCIAL AID PROCEDURES

1. Financial aid will be provided to the student only by the home institution based on the applicable tuition, fees, room and board and other educational expenses incurred for all courses taken at all institutions.
2. The home institution will be responsible for disbursing and accounting for financial aid funds, monitoring eligibility, maintaining all documentation and returning financial aid funds, if necessary.
3. For students on leave from one VSC institution to attend another (as described in 7A above) the home institution for financial aid purposes (as for billing purposes) will be the institution where the student is taking classes and has an active program.

ACADEMIC POLICIES

1. Per the VSC Academic Data Management Policy and beginning with the summer of 2002, the VSC will have a single official transcript format with these characteristics:
    a. Credits earned within the VSC are not considered transfer credits.
    b. All VSC courses taken and grades received will be listed.
    c. All VSC courses count in the determination of quality points and in the determination of cumulative GPA.
    d. The transcript will clearly identify the college where each course was taken, and the college from which the transcript was issued.
    e. Colleges will maintain institutional amelioration policies. In all cases, grades cannot be ameliorated if they've already been included in calculations for awarding a degree. Grades for ameliorated courses will be removed from GPA cumulative totals only; no courses or grades will be deleted from the transcript.
2. Grades will be recorded by the institution offering the course.

3. Students must adhere to the add/drop/withdrawal procedures and related policies (e.g., related to refunds) of the home institution, except in the case of a special