

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND REPORTING FORM FOR COOPERATIVE PROGRAM

Parts I and II

Parts I and II of the form must be completed well in advance of the time that a student expects to enroll in courses at a member institution of the cooperative program. The student is responsible for providing the appropriate information requested in Parts I and II. The student is also responsible for acquiring all required signatures in both parts and depositing copies of the endorsed document with the Office of the Dean of the Graduate School of both the Home and Host Institutions prior to attending the first class.

The student should:

1. First seek approval of the indicated officers of the student's institution (Graduate Adviser or Chair and the Dean of the Graduate School),
2. Obtain consent of the instructor(s),
3. Seek the preliminary approval of the Dean of the Host Institution,
4. Register and pay fees at the Home Institution,
5. And bring the signed Application and Reporting Form with the paid fee receipt to obtain the final approval of the Dean of the Host Institution.

The original Application and Reporting Form will be retained by the Office of the Dean of the Host Institution and the student should take a copy of the form to the Dean of the Home Institution. The student does not qualify for in absentia registration.

Part III

Upon completion of semester or summer term, the student is responsible for requesting the instructor (s) to send the student's grade to the Dean of the Host Institution. The Dean of the Host Institution will enter the grade(s) (under Part II) on the original copy of a student's Application and Reporting Form, endorse the document (under Part III) and return it to the Dean of the Home Institution.

Drop/Withdrawal

If it becomes necessary for a student to withdraw from a course, he/she must first get the approval of the Dean of the Host Institution, followed by the approval of the Dean of the Home Institution. If either dean fails to approve the student's request to withdraw, the student is obliged to continue with the course. Failure to do so will automatically result in a grade of F or U, whichever is applicable. Whenever the Dean of the Host Institution approves a student's request to withdraw from a course, she/he will enter the appropriate grade (on the original copy of the Application and Reporting Form) in accordance with the rules and regulations of the Host Institution governing student withdrawal from courses and then return the endorsed document to the Dean of the Home Institution for his action.

The Dean of the Home institution will at all times keep the Dean of the Host Institution apprised of final actions which s/he may take in connection with any request of a student to withdraw from a course being taken at the Host Institution.