



Miles College
Policy and Procedure Library

Approval Authority: Office of the President
Responsible Executive: Office of the President
Responsible Office(s): Office of Academic Affairs
Office of Academic Records
Effective: May 5, 1997
Last Revised: Spring 2013

Policy on (BACHE)-Cooperative Course Exchange

Policy Statement

The purpose of the Birmingham Area Consortium of Higher Education (BACHE) Cooperative Course Exchange Program is to expand educational opportunities for students. Underlying that goal is the principle that each member institution's primary obligation is to its own students.

Entities Affected by the Policy

Students, Faculty, Staff

Policy Background

1. In order to participate in the BACHE Cooperative Course Exchange Program, individuals must be full time, regularly admitted, degree-seeking undergraduate students.
2. Students are limited to taking one course per academic term through the cooperative arrangement, not to exceed a total of 12 hours during their tenure. Any exceptions to this requirement will require the approval of the Office of Academic Affairs.
3. Enrollment in classes at a Host institution is to be on a space-available basis.
4. Enrollment in a specific class gives a student access only to those facilities at the Host institution needed to complete the requirements of that class.
5. There will be no additional cost to students participating in the BACHE Cooperative Course Exchange Program (except for associated laboratory or other special fees).
6. Students will observe all regulations in effect at the Host institution during the term in which they are enrolled including, but not limited to, adherence to honor codes, attendance policies, calendar deadlines and procedures for withdrawing from classes.

Adapted from www.uab.edu/bache

Policy Procedures

1. Students who desire to take a course at a Host institution must obtain required signatures on the Home institution's BACHE Form (BACHE Request).
2. The Registrar's Office will enroll only those students who meet the requirements stated in the BACHE Cooperative Course Exchange Program Policy.
3. The Registrar's Office will be responsible for sending a copy of the approval forms and enrollment data to the host institution and will ensure that enrollments are handled according to the policies and guidelines of the institutions.
4. Students from visiting institutions will be granted seats in classes at the Host institution on a space available basis only. Preference for enrollment will be given to students at the home institution throughout the periods of pre-registration, initial registration, and/or assigned time registration.
5. Students must have full-time status at Miles College while enrolled in a BACHE course. This requirement will vary for summer term.
6. Students may not enroll at a Host institution after the opening of a new term, i.e., after classes have begun. BACHE forms must be approved and received in the Registrar's office no later than 7 business days prior to the first day of class at the Host institution. See the BACHE website at <http://www.uab.edu/bache/course-exchange/article2> for course schedule information or you may check the host institution website.
7. Students in their last semester at Miles College are not permitted to take a BACHE Cooperative Course Exchange (CCE). Extenuating circumstances may be considered by Academic Affairs only in the case the CCE course is completed and grade information is received by the grade deadline for graduating seniors at Miles College.

Responsibilities

The College Registrar is responsible for final approval of BACHE CCE forms.

Policy Adoption Review and Approval

Date
Spring 2013
(revised)

Entity
Office of Academic Records

Action
Adopted