



PROCEDURES FOR BACHE REQUEST

The purpose of the BACHE Cooperative Course Exchange (CCE) Program is to expand educational opportunities for students. Institutions include Miles College, Birmingham Southern College, Samford University, University of Montevallo, and University of Alabama at Birmingham.

PLEASE READ: Before you complete a BACHE Request Form, please read and understand the information listed below which consists of the policy and procedures for processing the request.

POLICY AND PROCEDURES:

- 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 (Exceptions require the approval of Academic Affairs).
- Enrollment in classes at a Host institution is to be on a space-available basis.
- Students must have full-time status at Miles College while enrolled in a BACHE course. This requirement will vary for summer term. Students must adhere to host institution policies and procedures while taking BAHCE course.
- 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.
- Graduating seniors or 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.

HOW TO PROCESS A BACHE REQUEST:

- Obtain and complete a BACHE Request form. Forms are available in the Office of Academic Records.
- Visit the BACHE website or one of the host institutions website in order to review available course information for the specific term of the request (see website below).
- Form should be completed and signed by the Academic Advisor.
- Forms should then be forwarded to the Registrar's office to determine if the student is eligible (i.e. good academic standing, not exceeded requirements, etc.)
- The Registrar's Office will enroll only those students who meet the requirements stated in the BACHE Policy.
- 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.
- Academic Advisors, along with the student, will receive notification upon approval or denial of the BACHE Request.

See the BACHE website at <http://www.uab.edu/bache/course-exchange/article2> for course schedule information.