



Kansas City Area Student Exchange (KCASE) Policies and Procedures

The KCASE program was designed to assist students when a course they wish to take is not offered at their home institution. A student from one KCASE institution may register for one course per semester (or its equivalent) at one of the other participating KCASE institutions, under the following conditions:

1. **All KCASE registrations must be approved by the student's academic unit dean or dean's representative (see attached form). A formal petition may be required. It is recommended students initiate the process of getting approval at least six weeks prior to the start of the term. KCASE enrollments must be completed by the end of the first week of class.**
2. The student must register as a full-time (12 hours) undergraduate student at home institution.
3. The student must be in good academic standing (above 2.0 GPA).
4. Students should not plan to fulfill degree requirements with KCASE.
5. The student agrees to abide by the academic and social regulations of the host institution.
6. The student completes the KCASE Student Exchange Application Form for home KCASE coordinator signature.
7. The student must participate in the formal admission and registration process at the host institution.
8. The student pays regular tuition and fees at the home institution.
9. The student pays any laboratory or special course fees at the host institution. Tuition at the host institution is waived.

Institutional participation in this arrangement is governed by the following conditions:

1. The host institution may, if it chooses, limit enrollment during a given term to 20 students from a single institution; but in general, each institution is expected to be willing to accept no fewer students than it exports.
2. The host institution may defer the registration of the visiting student until after the regular enrollment period.
3. Summer courses are not included in this agreement.
4. This agreement in no way precludes bilateral or other special arrangements among KCASE institutions.
5. Participating colleges will publicize this opportunity in catalogs and in course listings.
6. Participating colleges will provide copies of course listings to the other participants, through the KCASE office, and according to the following proposed schedule:
 - a. Fall term – by April 1
 - b. Spring term – by November 1
7. Each participating college will designate a Student Exchange Coordinator who will be responsible for making the opportunity known on the campus and for supervising actual exchange arrangements.
8. Each participating college may designate, no later than March 1 of the preceding year, those courses/programs to which exchange students cannot be admitted.

The host institution reserves the right to make exceptions to this agreement, for good and sufficient reasons; but where an exception is necessary, notification to the exchange coordinator of the home institution is expected as a matter of courtesy.

For more information see <http://www.umkc.edu/registrar/registration/kcase.asp>.

KCASE Academic Unit Approval Form

This form may be used only by undergraduate students who will be enrolled in 12 or more semester hours at UMKC during the term in which they seek to enroll at another KCASE institution.

To be completed by the student: (please print)

_____	_____	_____
Last Name	First Name	Middle Initial
_____	Term: Fall Spring (circle one)	Year: _____
UMKC Student ID Number		
Course Desired:	_____	_____
	Department	Number
		Credit Hours

	Course Title	

	School offering the course	

By signing below I verify that I have read the KCASE policies and procedures and agree to abide by them.

Student Signature Date

To be completed by the student's Academic Unit: Obtaining this signature may require a formal petition to the academic unit. We recommend you begin this process at least 6 weeks prior to the start of the term.	
_____	_____
Academic Unit	Printed Name of Dean (or representative)
_____	_____
Signature	Date

Return completed forms to the Registration & Records office (115 AC) to obtain approval on the KCASE application form.