



**NAC&U OnLine Course Exchange
Operational Principles**

Terms:

- Home campus: the campus where the student is matriculated
- Host campus: the campus where the student is a non-matriculated visitor

Principles:

- Students are responsible for knowing the policies and procedures of the host campus including registration and drop/add dates.
- Students must complete an NAC&U Online Course registration form that includes the signatures of the student, the student's advisor from the home campus, and the registrar at the host campus.
- Campuses will determine their own policy for how many online courses a student can take for graduation and how many online courses can be transferred in to the home campus.
- Grade disputes will be resolved by the host campus.
- Financial aid will continue at the home campus.
- The host campus will report course completion and grade to the home campus.
- Plagiarism and other academic misconduct will be addressed by the host institution and reported to the home institution.
- The host institution is the employer of the course instructor and will address any student complaints about the instructor.
- Host campuses may cancel classes when the host campus enrollment is not sufficient.
- Online courses will be made available to NAC&U students on a space available basis.
- The home campus determines transferability of imported courses.