

**GRADUATE CONCURRENT ENROLLMENT PROGRAM**  
**BOWLING GREEN STATE UNIVERSITY • THE UNIVERSITY OF TOLEDO**

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Bowling Green State University and The University of Toledo offer graduate students enrolled in degree programs the unique opportunity to enhance their academic experience by taking advantage of resources provided by the participating institutions through the Graduate Concurrent Enrollment Program (GCEP). After receiving the approval of their advisor (UT) graduate coordinator (BGSU) and participating graduate deans, students in the Concurrent Enrollment Program may take graduate coursework at the cooperating (host) institutions and receive credit on their home institution's official transcript. This form is not required for students in the consortial Master of Public Health Program.

**STEPS FOR CONCURRENT ENROLLMENT**

**Enrollment Forms**

The Concurrent Enrollment Application must be completed **each** semester a student participates in the program. This form should be submitted to the home institution at **least two weeks prior** to the start of classes, for approval by the advisor/coordinator and graduate school dean. This form must then be submitted to the graduate school at the host institution prior to registration for classes. **Credit and grades are contingent upon validation of graduate status from the student's home institution.**

**Registration at Host Institution**

Completion and approval of the concurrent enrollment form only permits registration at the host institution, but does not register the student for the approved course(s) to be taken at the host institution. It is the student's responsibility to register at the host institution before the beginning of the term specified. For information on registration procedures at the host institution, consult the host institution's web site or contact the Registrar's office. Regardless of any registration at the host institution, a student must register for a minimum of 1 credit hour at the home institution to remain in good academic standing.

**Course Credit**

At the end of the semester, the host institution will forward grades for classes listed on this enrollment form to the home institution for inclusion on the student's official transcript. Credits and grades earned count as resident credit at the home institution.

Students are required to complete a minimum of 51% of their coursework for their degree program at their home institution.

**Fees**

Instructional and laboratory (if appropriate) fees for courses taken at the host institution must be paid to the host school. Payment of general fee, technology fee, and other specialized fees may be required depending on the circumstances of the enrollment; such fee payments will be determined by the host institution at the time of enrollment.

If the student is **not** registered by the deadline specified by the host institution, the late fee will apply and be billed to the student's account at the host institution. The student will also be responsible for all charges associated with dropping a course after the host institution's drop deadlines.

Students receiving financial assistance should consult with their home institution regarding minimum or maximum enrollment requirements, and ensure that the courses at the host institution meet all conditions of the financial assistance award. If you do not hold a graduate assistantship/teaching fellowship, but you are an employee at one of the institutions, you must contact the Human Resource Office where you are employed and complete the necessary paperwork.

**Student Services**

Student services should be provided by the home institution. Concurrently enrolled students are generally not eligible to participate in the student services offered by the host institution.

**Parking**

Although one parking permit may be used across the campuses, students must check with the parking services office at each institution attended to ensure compliance with local rules.

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**Home Institution:** The institution in which the student is enrolled and pursuing a degree.

**Host Institution:** The institution in which the student wishes to take coursework and have the credit and grade transferred to his/her transcript at the Home Institution.

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**NON-DISCRIMINATION POLICY**

*Bowling Green State University and The University of Toledo are Equal Opportunity/Affirmative Action employers. Each institution continues its policy of non-discrimination on the basis of sex in compliance with Title IX of the Education Amendments of 1972 in all services, activities and programs under their sponsorship. In addition, each institution administers all actions without regard to the race, creed, color, national origin, age, handicap or political affiliation as defined by law. These policies pertain to application and selection for admission as well as for employment and all other institutional personnel actions.*

# Application for Graduate Concurrent Enrollment

## BOWLING GREEN STATE UNIVERSITY • THE UNIVERSITY OF TOLEDO

**Name:** \_\_\_\_\_ **Soc. Sec. #.\*:** \_\_\_\_\_  
Last First Middle/Former Surname

\*In accordance with the Right to Privacy Act of 1974, Public Law 93-X579, Sec 7, applicants for admission are requested to voluntarily report their Social Security Number on this form. The Social Security Number is used for identification and record keeping purposes.

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Number/Street/PO Box City State Zip Code Phone

**Permanent Address:** \_\_\_\_\_  
Number/Street/PO Box City State Zip Code Phone

Male  Female

Race:  Caucasian/White  
 African-American  
 Asian or Pacific Islander  
 American Indian or Alaskan Native  
 Hispanic  
 Other

**Are you a citizen of the United States?**  
 Yes  No

If no, indicate country: \_\_\_\_\_

Visa Status: \_\_\_\_\_

**Residency:**  
 Ohio County: \_\_\_\_\_  
 Michigan County: \_\_\_\_\_  
 Other US State: \_\_\_\_\_

**Birth Date:** \_\_\_\_\_  
mm/dd/yyyy

**Enrollment Requested:**  
 Academic Year: \_\_\_\_\_  
 Semester:  Fall  
 Spring  
 Summer

**Home Institution:**  
 BGSU  UT Main  UT HSC

Degree Sought: \_\_\_\_\_

Major/Field: \_\_\_\_\_

Department/Program: \_\_\_\_\_

**Host Institution:**  
 BGSU  UT Main  UT HSC

Have you attended the Host Institution before?  
 Yes  No

If yes, last semester/year attended:  
 \_\_\_\_\_

**Received undergraduate degree from:** \_\_\_\_\_ **Degree:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received graduate degree from:** \_\_\_\_\_ **Degree:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Schedule of courses at HOME institution:**

Course Prefix/Nbr/Section	Course Title	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

X \_\_\_\_\_  
 Home Advisor (UT) / Graduate Coordinator (BGSU) Date Approval

**Office Use Only**  
**To be completed by Home Institution:**

Tuition Fees Covered by Assistantship or Waiver?  Yes  No

**Fees covered by home** # hrs instructional fee: \_\_\_\_\_  
 # general fee: \_\_\_\_\_  
 # hrs non-resident: \_\_\_\_\_

X \_\_\_\_\_ Date  
 Home Graduate Dean

Fee waiver approved:  Yes  No

X \_\_\_\_\_ Date  
 Host Graduate Dean

Fee waiver approved:  Yes  No

\_\_\_\_\_  
 Instructor

\_\_\_\_\_  
 Instructor

\_\_\_\_\_  
 Instructor

**Requested schedule of courses at HOST institution:**

Course Prefix/Nbr/Section	Course Title	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Alternate course and/or section:  
 \_\_\_\_\_

Do you hold an Assistantship/Teaching Fellowship?  Yes  No

Have you been granted a student/employee fee waiver?  Yes  No

Are you employed full time at:  BGSU  UT?

I certify to the best of my knowledge the information hereon is true. I understand that any misrepresentation of facts on this application could be cause for refusal of admission, cancellation of admission, or suspension from the University if discovered subsequently. Furthermore, I understand that if I have a prior academic record at the University under a different name, that record will be changed to reflect the name on the application.

**Student Signature (required)** \_\_\_\_\_ **Date** \_\_\_\_\_