

Name of Policy: Kansas City Area School Exchange (KCASE)
Source: Student Affairs
Date Revised: June 2017
Form to Complete: KCASE Enrollment Form, see your academic advisor to initiate

**Policy:**

With permission from an academic advisor, KCAI students may receive credit for completing one course per semester at other area colleges if the course is not offered at KCAI (such as foreign language, math, etc.). This agreement is only available during the fall/spring semesters and students must be registered for at least 12 KCAI credit hours. No additional tuition is charged, but students are responsible for all course and laboratory fees.

Participating schools include: Rockhurst University, University of Missouri – Kansas City and Metropolitan Community College of Kansas City (Blue River, Longview, Maple Woods, and Penn Valley).

While taking the KCASE course, students are required to follow the academic calendar and all school and course policies for the host exchange school.

After completion of the KCASE course, students are required to submit an official transcript from the host exchange school to KCAI.

**Procedure:**

Students requesting to take KCASE courses must provide the following information to their academic advisor:

- Course number
- Course name
- Number of credit hours the course is worth
- Name of the host exchange school where the course is being offered

Once students have submitted the above information to their academic advisor, they will be given an official KCASE Enrollment Form that will allow them to enroll in the approved course at the host school. This process must take place the semester prior to the semester that students are planning to participate in the KCASE program.

The KCASE Enrollment Form and a class schedule reflecting enrollment in the KCASE course at the host exchange school must be completed and submitted to KCAI's Registrar no later than the last day of the host institution's add/drop period for the semester that the students are planning to take the KCASE course. Students will not be enrolled in the KCASE course until KCAI's Registrar receives the completed KCASE Enrollment Form and class schedule reflecting enrollment in the KCASE course at the host exchange school.