

EXCHANGE: A COLLEGE CONSORTIUM

**Hampden-Sydney College
Hollins University
Mary Baldwin College
Randolph-Macon College
Randolph College
Sweet Briar College
Washington and Lee University**

INTRODUCTION

Early in the 1972-73 academic year EXCHANGE was extended by the participating institutions. The purposes of the program are to broaden the educational opportunities of the students in the seven colleges and to provide a diverse campus environment both for the students visiting other campuses and for the students who remain on their own campuses.

This agreement presents the policies governing the operation of the student EXCHANGE program until a notice of changes is given or a set of revised policies is issued. The extension of EXCHANGE has been approved for an unspecified period but with the understanding that it will be reviewed every five years and its policies modified as circumstances warrant. Any participating institution may, of course, terminate its relationship with the EXCHANGE program with appropriate advance notice at any time.

GENERAL INFORMATION

1. The EXCHANGE program is designed primarily for juniors. However, at the discretion of the home institution, sophomores and seniors may be considered as applicants.

2. Students participating in this program will be considered fully enrolled at their home institutions. The host institution will not count them as part of its student body but will identify them as "Consortium Exchange Students."

3. Eligibility for participation in the program will be determined by the home institution. The consortium colleges have agreed that students will normally have at least a C+ cumulative grade-point average in order to apply for EXCHANGE or to enroll at the host institution and that this requirement may be modified higher by individual institutions.

4. Students may study part-time or spend a semester or a year at member institutions, but no student may exceed the equivalent of a full year's study at member institutions. (Normally this limitation includes time spent in study abroad programs sponsored by a member institution.)

TRANSFER POLICY

1. Host institutions shall not accept transfers from among those students who have studied at their institutions under the provisions of this program.

2. The student who wishes to transfer to one of the institutions affiliated with EXCHANGE should apply directly to the Office of Admissions at the appropriate institution for acceptance as a regular transfer student.

COURSES AND CREDITS

1. A student's program must be approved by the home institution and no changes in that program will be made without the home institution's approval. The host institution, by granting acceptance, assures the student of enrollment in the proposed courses provided the courses are offered and unless the possibility of enrollment is restricted by the host institution at the time of the student's acceptance for the program.

2. The academic rules and regulations of the host institution shall ordinarily apply to a student studying under this program; however, a student must meet eligibility and curricular requirements of the home institution by the end of the EXCHANGE period.

3. A grade given by a host institution shall be accepted and recorded by the home institution at its face value or the nearest home institution equivalent in the grade category involved. For example, a grade of "B+" at a host institution will normally be recorded as "B" at a home institution which does not use "+" grades.

4. The permanent record at the home institution will indicate where the student's EXCHANGE work was taken.

5. Pass-Fail options will apply only if the home institution recognizes them.

6. A full-time load at the host institution will be recognized and credited as a full-time load at the home institution, even if the credits or courses involved are fewer or more than might normally be the case at the home institution.

7. These provisions apply to work taken during the regular academic session and not those taken during summer school study.

8. Academic records will be transmitted to the home institution at the end of each term without charge to the student.

SOCIAL REGULATIONS

1. As a general principle, the host institution's rules and regulations will apply. Any exceptions will be indicated in advance by the host institution.

2. The EXCHANGE student will be subject to the Honor System and decisions of the student government court of the host institution; that is, the host institution shall have the right to invoke any penalty up to and including expulsion. The host institution will notify the home institution in writing of the reasons for any EXCHANGE student leaving before the end of the approved period of study. The question of readmission at a later date will rest with a student's home institution.

APPLICATION PROCEDURES

1. An application form and information about special course opportunities and local arrangements at the participating colleges may be secured from the EXCHANGE program officer at the home institution.

2. Separate applications should be completed for each college the student considers attending.

3. An application must have the endorsement of the applicant's major adviser and must be accompanied by a non-refundable \$25 application fee. That single fee is paid to the home institution and covers the fee for all applications made at that time. Applications must be submitted to the home institution's EXCHANGE program officer by the application deadline listed below. The application must list the specific courses (with alternates) which the applicant will take each term if accepted.

4. The application must be accompanied by an official transcript from the home institution. When accepted, the successful applicant must request the home institution to forward a copy of medical records to the host institution. A final transcript must also be sent following the final term completed prior to enrollment at the host institution.

Deadlines for:	Fall term or the entire academic year	Winter and Spring
Applications	March 1	November 1
Acceptances	April 1	December 1

FINANCIAL ARRANGEMENTS

1. EXCHANGE students will remit tuition, room, and board payments to the home institution at the home institution's regular rate.

2. Charges for any special fees (music, riding, laboratory, etc.) will be billed to the student by the host institution at the host institution's rates.

3. In the case of a student in a "work study program," the host institution will submit to the home institution any hours worked by the student who will be compensated by the home institution.

4. EXCHANGE students who hope to receive financial aid should consult with the home institution's financial aid director. The host institution will not provide the aid.

Information on institutional contact, calendars and housing (as of 2006-07)

Hampden-Sydney College

Two semesters starting late August and mid-January. College-owned apartments.

Dawn Congleton

Registrar

Hampden-Sydney, VA 23943

(434) 223-6203

dcongleton@hsc.edu

Hollins University

4-1-4 calendar starting early September and ending late May. College housing in small houses or residence halls.

Alison Ridley

Dean of Student Academic Affairs

Roanoke, VA 24020

(540) 362-6414

aridley@hollins.edu

January 2007

Mary Baldwin College

Two semesters and May term. Men in college-owned houses on campus; women in dormitories or approved houses.

Nancy Keaton

Assistant Registrar/Consortium Coordinator

Staunton, VA 24401

(540) 887-7071

nkeaton@mbc.edu

Randolph-Macon College

4-1-4 calendar starting early September and ending late May. (no applications accepted for January term only.) Men and women in dormitories.

Marilyn Gibbs

Registrar

Ashland, VA 23005

(804) 752-7227

mgibbs@rmc.edu

Randolph College

Two semesters starting late August and mid-January. Men in nearby residence, women in dormitories.

Paula J. Wallace

Associate Dean of the College

Lynchburg, VA 24503

(434) 947-8126

pwallace@rmwc.edu

Sweet Briar College

Two semesters starting late August and ending early May. Men in college-owned units on campus, women in dormitories

Jonathan Green

Dean of the College and Vice President for Academic Affairs

Sweet Briar, VA 24595

(434) 381-6205

jgreen@sbc.edu

Washington and Lee University

4-4-2 calendar starting mid-September, early January, and mid-April. Limited college housing or other private housing arranged by the student.

D. Scott Dittman

University Registrar

Lexington, VA 24450-2116

(540) 458-8455

sdittman@wlu.edu

This agreement was reviewed by the chief academic officers at all seven institutions in December 2006 and January 2007. As of February 19, 2007 the above contact information is correct.

January 2007