

**MOREHOUSE COLLEGE - WASHINGTON AND LEE UNIVERSITY  
STUDENT EXCHANGE**

**TERMS OF AGREEMENT:**

Morehouse College and Washington and Lee University (hence "the colleges") hereby agree to set up a program of student exchange which will enable students from each institution to take courses at each others' campuses.

**I. CRITERIA FOR STUDENT PARTICIPATION:**

*Participating students must:*

- A. be enrolled as a full-time, degree-seeking, students at the home institution;
- B. be eligible to continue at or return to the home and host institutions, under the respective institution's rules;
- C. have a minimum cumulative grade-point average of 2.800;
- D. have no disciplinary action against them at their home campus; and
- E. have at least junior standing at the home institution. Exceptional sophomores may be considered on a case-by-case basis.

**II. OBLIGATIONS AND PRIVILEGES OF STUDENT PARTICIPANTS:**

*Participating students:*

- A. shall remain registered at the home institution and pay tuition to the home institution while participating in the exchange. The student is required to provide a certificate of health coverage to the host school (personal, or purchase through the home school, or show proof of private insurance).  
*Exception:* After one term in which the exchange program is out of balance, the next student to apply, if he/she does not restore the balance, shall apply as a transient (non-degree) student and pay all tuition and fees directly to the host institution.
- B. shall have their program of study at the host institution pre-approved for credit by the appropriate departments and officers at the home institution before beginning the program.
- C. shall be required to live in college residence halls for the duration of their study at the host institution.
- D. shall be held responsible for all charges related to room and board. Room and board and special fees, as appropriate, will be paid to the host school.
- E. shall follow all academic and disciplinary regulations in effect at the host institution, including student judicial and honor-related policies and procedures.
- F. may withdraw from the exchange program at any time but will be subject to the refund policy of the home institution with regard to tuition and fees. Students will be subject to the refund policy of the host institution for room and board and applicable fees.
- G. shall be fully responsible for making personal travel arrangements and payment of all transportation charges between home and host institutions.

- H. will not be accepted as a transfer student to the host school. Therefore no student can use this program as a means of enrolling at the host school as an undergraduate. Students are expected to return to the home institution to continue their studies toward completion of the degree.

### III. IMPLEMENTATION:

- A. The academic dean of each participating undergraduate college will be responsible for designating an on-campus coordinator/adviser for the operation of this program. The initial coordinators (2003-04) will be as follows:

Morehouse College: Mr. Sterling Hudson, Dean of Admissions and Records  
Washington and Lee University: D. Scott Dittman, University Registrar

- B. Each institution shall be responsible for the promotion of the exchange program to students on its own campus. The colleges agree to exchange all relevant documents (e.g. applications, official transcripts, health records, etc.) and materials describing programs of study and specialized resources available on their own campus, for the purpose of program promotion and candidate advisement at the other.
- C. Each college will accept students for exchange in keeping with the intention of maintaining a balanced exchange of students. No more than two (2) students will generally be accepted in any given academic year.
- D. The home institution will perform its own selection process and establish its own criteria for students who are nominated to participate in the exchange program.
- E. The host institution reserves the right to screen candidates for exchange in advance of the final decision being transmitted to student.
- F. Students accepted for the exchange should arrange to forward an official academic transcript to the host institution prior to enrollment, and should inform the exchange coordinator/adviser of travel plans to the host institution. They should also contact the respective housing office as soon as possible to arrange for housing during the exchange.
- G. Students must be registered for a full-time course load during their entire time at the host institution.
- H. Students may and should request that an official copy of the host institution's academic transcript be mailed to the home institution before leaving the host institution.
- I. The home institution will decide whether grades for courses taken at the host institution will or will not be incorporated into the student's grade-point average.
- J. Appropriate housing in college residence halls must be made available by the host institution to all visiting students in order that they may comply with Section II C of this agreement.
- K. Both institutions agree that no money shall be exchanged between them with regard to tuition and related fees. Students will pay their regular tuition to their home institution for the term of the exchange. All room, board, and other fees will be paid directly to the host institution by the student.  
*Exception:* After one term in which the exchange program is out of balance, the next student to

apply, if he/she does not restore the balance, shall apply as a transient (non-degree) student and pay all tuition and fees directly to the host institution.

- L. Arrangements regarding students receiving financial aid and work-study assignments will be the responsibility of the student's home institution.
- M. All parties agree to notify the home institution if the student's course registration changes from those classes approved by the home school adviser.
- N. All parties agree to notify the home institution of the student's withdrawal from all classes at the host institution prior to the conclusion of the academic term.
- O. The host institution will invite and encourage visiting exchange students to participate in student life on the host campus. This would include invitations to extracurricular and co-curricular events, activities, and organizations for which the student may be eligible.

**IV. DURATION OF THE AGREEMENT**

This agreement is effective upon execution by duly authorized officials from each institution. It will remain in effect unless cancelled in writing by either of the colleges prior to 90 days before the beginning of the designated term.

\_\_\_\_\_ Date \_\_\_\_\_  
President, Morehouse College

\_\_\_\_\_ Date \_\_\_\_\_  
President, Washington and Lee University