

**SPELMAN COLLEGE - WASHINGTON AND LEE UNIVERSITY
STUDENT EXCHANGE PROGRAM**

TERMS OF AGREEMENT:

Spelman 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, subject to all academic and conduct policies, 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).
- 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. The host institution will notify the home institution in writing of the circumstances when any exchange student leaves before the end of the approved period of study.
- 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 (2002-03) will be as follows:

Spelman College: Cynthia N. Spence, Dean of College

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.
- 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 any of the colleges prior to 90 days before the beginning of the designated term.

_____ Date _____
President, Spelman College

_____ Date _____
President, Washington and Lee University



Application for Spelman/Washington and Lee Student Exchange Program



Completed applications will be submitted to the applicant's EXCHANGE Program Officer along with an official transcript of work at the home institution and an application fee of \$25, payable to the home institution.

Mr.
Ms.
Miss

Full name	Home institution
Social security number	Anticipated graduation month & year
Parent(s) or guardian(s) name	Declared or proposed major
Parent or guardian address, city, state, zip	Current college address, city, state, zip
Parent or guardian phone number	Current college phone number and e-mail address

Are you presently receiving financial aid? _____ Are you in a federal work/study program? _____ Cumulative GPA _____

Which college will you attend? _____

During which terms and academic year(s)? _____

PROPOSED COURSE(S): List by department and course number from the latest catalog. Specify terms for each course and several alternatives beyond the normal load. You must meet the prerequisites specified for each course.

Term	Year	Dept	Course #	Course title	Credit

I understand that, after enrolling at the host institution, I will not be accepted by that institution as a transfer student. I also understand that I am giving my permission for transfer of my academic and relevant medical records between the institutions. Finally, I understand that I must maintain a cumulative grade-point average of 2.800 or better in order to remain eligible for EXCHANGE.

Applicant's signature _____ **Date** _____

I have reviewed the applicant's proposed courses, find them appropriate to our degree requirements, and certify that the appropriate prerequisites have been met.

Home Academic Adviser _____ **Date** _____

Home Exchange Officer _____ **Date** _____

A copy of the completed form is sent with an official transcript to the host institution's EXCHANGE Program Officer.