

*Virginia Military Institute and Washington and Lee University
Student Exchange Agreement*

General Information

The Washington and Lee University (W&L) and the Virginia Military Institute (VMI) have developed this exchange program through which students from W&L may take certain classes at VMI and cadets from VMI may take certain classes at W&L. The purpose of this arrangement is to maximize the use of our respective teaching resources while offering the greatest amount of diversity in educational opportunity to our students.

This undergraduate exchange program is designed primarily for sophomores, juniors, and seniors. (W&L law students may be considered for seats unclaimed by undergraduates.) Students may request to take on exchange at the host institution only those courses which are not offered on a regular basis at the home institution. Students who have completed the degree requirements at their home institution will not be considered. Students may participate during VMI's fall and spring semesters (not summer school) and W&L's fall and winter terms (not spring term). Every two years, the program will be reviewed formally, to include an examination of the numbers of students participating and discussion of remedies should persistent imbalances exist.

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 "Exchange Students" and provide normal access to academic facilities (e.g. libraries). Students are responsible for their own room, board, and transportation arrangements and will not be housed by either institution outside the normal academic term. (For example, a W&L student who takes a fall term VMI class will need to make private room and board arrangements in order to attend the first two weeks of class, as will a VMI cadet who arrives early for winter term W&L classes.)

Eligibility for participating in this program will be determined by the home institution. Students will normally have at least a 2.500 cumulative grade-point average in order to apply for exchange, to enroll at, or to continue at the host institution.

Each student may register for up to four academic credits per term, exclusive of Military Science, which is covered by a contract between W&L and the U. S. Army.

No student may exceed the equivalent of a full year's study at the host institution. The host institution shall not accept as transfer students those who have studied as exchange students under this program.

Application Procedures

An application form may be secured from the registrar at either institution.

An application must have the endorsement of the applicant's academic adviser and must be accompanied by a one-time, non-refundable \$25 application fee, payable to the home institution.

Applications must be submitted to the home institution's registrar by the application deadline listed below. The application must list the specific courses (with alternates) which the applicant will take each term, if accepted.

The application must be accompanied by an official transcript from the home institution. If the application is accepted, the home institution will forward the application form, the official transcript, and a copy of medical records to the host institution.

Deadlines

| | Fall semester or term | Spring semester/Winter term |
|--------------|------------------------------|------------------------------------|
| Applications | April 15 | October 15 |
| Acceptances | May 1 | November 1 |

Academic and Social Regulations

The academic rules and regulations of the host institution shall 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. Also as a general principle, the host institution's social rules and regulations will apply. Any exceptions will be indicated by the respective registrar of the host institution, prior to the student's enrollment at the host institution.

The exchange student will be subject to the honor system and decisions of the student court of the host institution; that is, the host institution shall have the right to invoke any penalty up to and including permanent dismissal. (For example, a VMI cadet found guilty of an honor violation under W&L's Honor System may also be subject to the VMI Honor Code.) 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. The question of continuing enrollment at or readmission to the home institution at a later date will rest with the student's home institution.

Courses and Credits

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 permanent record at the home institution will indicate where the student's exchange work was taken. A grade given by the host institution shall be accepted, recorded, and calculated in grade-point averages by the home institution at its face value or the nearest home institution equivalent in the grade category involved. Academic records will be transmitted to the home institution at the end of each term without charge to the student.

Financial Arrangements

Exchange students will remit tuition, room, and board payments to the home institution at the home institution's regular rate. Charges for any special fees (music, laboratory, etc.) will be billed directly to the student by the host institution at the host institution's rate. Exchange students who hope to receive financial aid should consult with the home institution's financial aid director. The host institution will not provide any financial aid.

Original effective date, September 5, 2002
Revised, August 24, 2005

Casey Brower, Dean of the College, VMI

H. Thomas Williams, Provost, W&L

Application for **EXCHANGE**

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 \$25.00, 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 mailing 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 institution will you attend? _____

During which academic year(s)? _____ For which term(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 selected.

| Term | Year | Dept | Course # | Course title | Credit |
|------|------|------|----------|--------------|--------|
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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 2.500 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.

Academic adviser _____ *Date* _____

EXCHANGE Program Officer _____ *Date* _____

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