



Virginia Military Institute and Washington and Lee University

Cadet Exchange Agreement

General Information & Background:

The Virginia Military Institute (VMI) and Washington & Lee University (W&L) has an exchange program which allows VMI Cadets to take certain classes through Washington & Lee University. 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 Cadets.

This exchange program is designed primarily for first, second and third classmen at VMI. Cadets 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. Cadets who have completed the degree requirements at their home institution will not be considered. Cadets may participate during VMI's fall and spring semesters (not summer school).

Cadets participating in this program will be considered fully enrolled at their home institutions. The host institution will not count them as part of its cadet body but will identify them as "Exchange Cadets" and provide normal access to academic facilities (e.g. libraries). Cadets are responsible for their own room, board, and transportation arrangements and will not be housed by either institution outside the normal academic term.

Eligibility for participating in this program will be determined by the home institution. Cadets 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.

Approved cadets for cross-enrollment 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 cadet may exceed the equivalent of a full year's study at the host institution. The host institution shall not accept as transfer Cadets if those who have studied as exchange Cadets under this program.

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.

Academic and Social Regulations

The academic rules and regulations of the host institution shall apply to a cadet studying under this program; however, a cadet 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, attendance requirements and regulations will apply. Any exceptions will be indicated by the respective Registrar of the host institution, prior to the cadet's enrollment at the host institution.

The exchange cadet will be subject to the honor system and decisions of the cadet 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 cadet 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 cadet's home institution.

Courses and Credits

A cadet'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 cadet'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 (for VMI all grades are converted to the A/B/C/D/F grading scale). Academic records will be transmitted to the home institution at the end of each term without charge to the cadet.

Financial Arrangements

Exchange Cadets 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 cadet by the host institution at the host institution's rate. Exchange Cadets 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.

Application Procedures

- Application forms 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 published registration deadlines (please allow sufficient time for approval and processing). The application must list the specific courses (with alternates) which the applicant will take each term, if accepted.

Other Restrictions, Policies and Program Reminders

- Cross-enrollment opportunities are open to First, Second and Third Class cadets (with approval).
- Cadets must possess a cumulative Institutional GPA of 2.50 or above in order to be considered for cross-enrollment.
- Cadets 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, and all course approvals are subject to availability.
- Cross-enrollment is open for Fall and Spring semester courses only (summer session does not apply), up to a maximum of 4 credits.
- All cross-enrolled courses are considered as part of the VMI full-time academic load, and all cross-enrolled

grades are calculated into the VMI GPA calculation.

- Cadets are responsible for coordinating schedules and attendance, as well as meeting all requirements at both Institutions.
- Guidelines and program agreements are strictly enforced. Any exceptions to the cross-enrollment agreement must be requested in writing through the Registrar, and then must be endorsed by Deputy Superintendent for Academics and Dean of the Faculty. Final approval for an exception is at the discretion of the Dean for the Host institution.

Contacts:

Virginia Military Institute COL Janet Battaglia Registrar 303 Shell Hall Lexington, VA 24450 Phone: 540-464-7213 FAX: 540-464-7726	Washington & Lee University Mr. Scott Dittman Registrar Washington & Lee University Early-Fielding, 3 Lee Avenue Lexington, VA 24450 Phone: 540-458-8455 Fax: 540-458-8045
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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? Yes No Are you in a federal work/study program? Yes No

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

I understand that, after enrolling at the host institution, I will not be accepted by that institution as a transfer cadet. I also understand that I am giving my permission for transfer of my academic and 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.