



## ***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) have 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 opportunities 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 must have at least a 2.500 cumulative grade-point average to apply for exchange, to enroll at, or to continue at the host institution. Cadets must be enrolled in a minimum of 12 credit hours at VMI to participate in this program. W&L courses cannot count towards the required 12 credit hour minimum. Cadets are not permitted to enroll in courses at the host institution that will interfere or conflict with academic, athletic, or other institutional commitments at VMI.

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 application must be accompanied by an official transcript from the home 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 later will rest with the cadet's home institution.

## ***Courses and Credits***

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's Office 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. The applicant must list the specific courses which they 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 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.

### **REGISTRAR OFFICE CONTACT INFORMATION**

Virginia Military Institute	Washington & Lee University
Registrar's Office 303 Shell Hall Lexington, VA 24450 Phone: 540-464-7213 Email: <a href="mailto:registrar@vmi.edu">registrar@vmi.edu</a>	Registrar's Office Early-Fielding, 3 Lee Avenue Lexington, VA 24450 Phone: 540-458-8455 Email: <a href="mailto:registrar@wlu.edu">registrar@wlu.edu</a>

## Application for EXCHANGE

Completed applications will be submitted to the host institution along with an official transcript of work at the home institution and an application fee of \$25.00, payable to the home institution.

Mr. (full name) \_\_\_\_\_

Ms. (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

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 records between the institutions. Finally, I understand that I must maintain a cumulative grade-point average of 2.500 or better to remain eligible for exchange.

**Applicant's**  
**signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Academic**  
**Adviser** \_\_\_\_\_ **Date** \_\_\_\_\_

**Home Institute Registrar's Office Approval**

\_\_\_\_\_ **Date** \_\_\_\_\_

A copy of this completed application shall be sent with an official transcript to the host institution's Registrar's Office.