

Student Exchange Procedures

1. The student meets with the Director of Academic Resources to pick up information, application and forms. The director screens the student for the basic requirements for exchange.
2. The student writes a statement indicating their knowledge of the exchange school's program and how participation in the program would be beneficial. The statement needs to show the student has researched the host school, country and city. The student forwards the recommendation forms to the individuals giving recommendations. The student prepares slides, digital images or comparable work (properly labeled), completes the application and other forms and submits them with their statement, recommendations, and an official transcript by the posted deadline to the Director of Academic Resources.
3. The application package is forwarded to the Dean of Faculty. The Dean of Faculty reviews the application package and makes a final decision. The student will be notified in writing of the decision prior to the application deadline for the host school.
4. Upon receiving approval, the Director of Academic Resources will notify the host school and assist the student with mailing the application materials to them.
5. Once the student is accepted by the host school/program, the Director of Academic Resources will provide the student with contact information for making travel (including visa requirements) and housing arrangements. They will also work in conjunction to review the class schedule and make sure the student will be meeting the necessary academic requirements.

[Note: It is ultimately the student's responsibility to make sure all arrangements are made and confirmed in a timely manner. The Director of Academic Resources will act as a guide in finding resources, etc., to aid the student in making their arrangements.]

The student will pre-register for the semester they will be away and fulfill all tuition, etc., obligations prior to leaving. The student will turn in the signed and notarized release form along with the student contract.

6. While on exchange, the student will contact the Director of Academic Resources with their exchange address and work with an academic advisor to pre-register for the semester following their exchange semester.
7. Upon completion of the exchange semester, the student will be required to write a statement about their experience, participate in the exchange information panel and a show in the student gallery the following fall.