



BACHE STUDENT EXCHANGE PROGRAM
 SAMFORD UNIVERSITY / UNIVERSITY OF ALABAMA AT BIRMINGHAM
 BIRMINGHAM-SOUTHERN COLLEGE/MILES COLLEGE / UNIVERSITY OF MONTEVALLO

IMPORTANT:

- ◆ *Must be Undergraduate Day student taking at least 12 credit hours in Fall/Spring or 6 credit hours in a Summer term (before adding BACHE course).*
- ◆ *Only one course per Samford University term*
- ◆ *You may NOT take a BACHE course in the term you expect to graduate, unless your grade is received **before** the last day of **classes** at Samford.*

PROCESS: Consult with academic advisor; complete form; return form to Student Records.

NAME _____ STUDENT NUMBER _____
 (Last) (First) (Middle)

ADDRESS _____ PHONE NUMBER _____

I wish to enroll in the _____ term or semester at _____ from _____ to _____
 (Exchange School Name)

I am working toward the _____ degree: My major is _____ My minor is _____

It is necessary that this work be taken at an Exchange School because: _____

I want to take the following course:

DEPARTMENT	COURSE NUMBER & TITLE (EXCHANGE SCHOOL INFORMATION)	DAY & TIME	SEMESTER HOURS CREDIT**	SAMFORD EQUIVALENT Course*
LAB	(Lab info. Only if applicable)			

Note: Department, Course Number & Title, and Day & Time blocks allow for two lines of typed text.

Advisor's Approval _____ Date _____
 Required

Department Chair * _____ Date _____
 Required

Academic Dean** _____ Date _____
 **Required only if BACHE course will be an overload.

Student's Signature _____ Date _____



COURSE EXCHANGE STUDENT INFORMATION

STUDENTS participating in classes through the Course Exchange arrangement **ARE RESPONSIBLE FOR KNOWING AND ACTING ON THE OFFICIAL POLICIES IN PLACE AT THE HOST CAMPUS.**

The rules and regulations of the Host Institution are binding on all students taking courses.

Some of the areas of policy that students must adhere to include, but are not limited to:

1. **ACADEMIC HONESTY AND/OR HONOR CODES:** Each of the participating institutions have written policies regarding actions that constitute academic dishonesty and outlining penalties for such actions. Birmingham-Southern College requires students in its classes to sign a statement that they understand and will adhere to the college's honor code.
2. **DROP-ADD AND WITHDRAWAL POLICIES:** Drop-Add and Withdrawal processes occur at the home institution and must be done according to the calendar requirements of the host institution. The student should also inform his host professor and the host institution of such actions.
3. **CLASS ATTENDANCE REQUIREMENTS:** The participating institutions and faculties have different policies regarding attendance. Some may automatically fail a student after a certain number of absences; others have a policy of lowering grades according to the number of absences; some faculty keep no record of absences.
4. **LIBRARY, LABS (including Computer, Language, Science, and other), PRACTICE ROOMS, and such RULES, HOURS, ACCESSIBILITY:** BACHE institutions vary in their policies regarding accessibility, hours, length or time of use, and other issues regarding campus libraries, labs, practice rooms, and other facilities. The host campus's rules and regulations must be adhered to.
5. **PARKING RULES AND REGULATIONS:** You are responsible for paying traffic citations issued by the host institution if you park in illegal lots. You must also have a BACHE hang tag in clear view from its spot on your rearview mirror.