

# STUDENT EXCHANGE APPLICATION

## Eastern Kentucky University and Berea College

Pursuant to an agreement between Berea College and Eastern Kentucky University, a student who needs a course to graduate that is not offered by the home institution in the final year (or at any time preceding the final year when it will be possible to complete graduation requirements within eight terms of attendance) at his/her institution may take one equivalent course at the other institution as an exchange student. Enrollment through this student exchange is offered on a space available basis. Deadline for submission of this form is one week prior to the last day to register at the host institution and must be approved by the advisor, department chairperson or Dean, and the Provost/Assoc Provost or designee (University Registrar for ECU). Students will be admitted as visiting students to the host institution, before submitting this form to the exchange institution, and register for the course according to normal institutional practice. Each institution agrees that the student will be enrolled full time at the home institution while taking the exchange course. It is the student's responsibility to provide their home institution with official transcripts for the purpose of recording the exchange course credit.

Exceptions to the one course limit must be approved by the undersigned and include Berea students who are approved to take accounting courses at ECU to prepare for the CPA examination. The process of exchange should begin at the home institution. Questions about billing should be directed to either the Scholarship Office at ECU, 622-8032, or to the Office of the Registrar at Berea College, 985-3094

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### Student Information:

\_\_\_\_\_ Anticipated Graduation Term/Yr: \_\_\_\_\_  
(Please Print) First Name Middle Initial Last Name

\_\_\_\_\_ E-Mail Address  
Student Address Phone Number

\_\_\_\_\_ U.S. Citizen? Hispanic Descent?  
Social Security Number Ethnicity Gender Date of Birth

### Course Information:

Session: Summer I 20\_\_\_\_; Summer II 20\_\_\_\_; Fall 20\_\_\_\_ Spring20\_\_\_\_

Desired Course from Host Institution

\_\_\_\_\_ Day(s)  
Course No. Course Title Credit/Sem. Hours Time

Equivalent Course (if any) at Home Institution:

\_\_\_\_\_ Day(s)  
Course No. Course Title Credit/Sem. Hours Time

### Approving Signatures:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Advisor: (verifying that the above course is not offered at home institution during term indicated above, or student cannot graduate within eight terms of attendance without enrolling in the course for the requested term)

\_\_\_\_\_  
Department Chair/Dean of home institution: (verifying that the above course is not offered at home institution during term indicated above, or student cannot graduate within eight terms of attendance without enrolling in the course for the requested term)

\_\_\_\_\_  
EQU – University Registrar for Associate Provost

\_\_\_\_\_  
Berea College – Assoc. Provost for Enrollment Management

EQU students should bring this completed form to the Berea Student Service Center located in Lincoln Hall, 1101 Chestnut Street, at the time of registration. Berea students should take their form to the Office of the Registrar, Whitlock Building, Rm 239, in Richmond.