



# EcoLeague Student Exchange Program | Request to Participate

Before completing this application, review the eligibility requirements, policies, and application procedures (p. 2)

Legal Name \_\_\_\_\_ Email: \_\_\_\_\_

Class Status: F SO J SR Phone Number \_\_\_\_\_

College you request to attend:

Year and semester/term: \_\_\_\_\_

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

### Step One: Academic Advisor Approval

The student identified above hopes to participate in the EcoLeague Student Exchange Program. Prior to approving a student's participation in an EcoLeague exchange, the College asks that the student meet with her/his academic advisor to discuss how an exchange will contribute to her/his academic goals and how coursework will be integrated into her/his academic completion plan.

By signing below, you are verifying that the student named above has met with you and that you have discussed the items described above.

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step Two: Registrar Approval

*Student Applicant:* After securing the approval and signature of your academic advisor, please visit the Registrar's office to verify your academic standing. You must be in good academic standing with a GPA of 2.6 or better.

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step Three: Financial Aid and Student Accounts Approval

Meet with these offices to ensure you understand how an exchange affects your financial aid and billing.

Financial Aid Office \_\_\_\_\_ Date \_\_\_\_\_

Business Office-Student Accounts \_\_\_\_\_ Date \_\_\_\_\_

### Step Four: Student Approval

By signing this form, you authorize your home college to share your academic records with EcoLeague partners for the purposes of advising.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step Five: Essay

Write a 1 -2 page narrative explaining how an EcoLeague exchange at a particular college will advance and broaden your academic career, and what you hope to gain from the experience.

**Step Six: Submit Form and Essay to EcoLeague Faculty Representative** by the due dates listed on the Student section of the EcoLeague website ([www.ecoleague.org](http://www.ecoleague.org)).

Bring or email this form, your essay, and two faculty reference names to your EcoLeague faculty representative. A list of the current representatives can be found online.

Faculty Reference Name #1 \_\_\_\_\_ #2 \_\_\_\_\_

Approval and Date \_\_\_\_\_ For Term \_\_\_\_\_

# EcoLeague Participation Policies and Instructions

## About the EcoLeague Program:

- EcoLeague is open to students in any academic area.
- Students may spend up to two non-consecutive semesters at other EcoLeague institutions during their sophomore, junior, or senior years.
- Students continue to pay full-time tuition to their home institution. Course Fees, labs, and room & board are paid to the host institution. Travel costs are covered by the student.
- Credits earned at EcoLeague institutions are transferred back to the home institution.
- Students are expected to return to their home institution after an EcoLeague exchange.
- Students planning to participate in an EcoLeague program must be prepared to assume a large amount of responsibility for completion of the required paperwork and communication with various school offices.

## To Participate in an EcoLeague Exchange, Students Must Have All of the Following:

- Sophomore, junior, or senior standing
- Good academic standing and a career GPA of 2.6 or higher
- No academic or financial holds on their student account
- No incomplete grades for the semester prior to the one in which they participate in the EcoLeague exchange
- An account balance paid in full or covered by verifiable loans, aid, or payment plans

## How to Participate:

1. File the completed "Request to Participate" form with your EcoLeague Faculty Representative by the deadline listed on the EcoLeague website.
2. Once approved, meet with your assigned academic advisor to discuss course choices at the other college.
3. Complete EcoLeague paperwork and submit forms **electronically via scan** to the EcoLeague coordinator at [coordinator@ecoleague.org](mailto:coordinator@ecoleague.org) by the deadline that will be given to you in your approval email. Once your paperwork is completed, departments at both institutions will be notified of the upcoming exchange.
4. Confirm with the host school's Registrar that you are registered for courses.
5. It is the student's responsibility to pay course fees, labs, and room&board on the timeline given by the host college.
6. It is your responsibility to immediately notify the Registrar's office if any changes are made to the schedule once the EcoLeague exchange begins. If you withdraw/leave the host college during the semester, or decide not to attend, it is imperative that you inform the colleges immediately. Failure to do so may have significant financial consequences.
7. Credits will not officially appear on your home school's record until an official transcript of completed work is received from the participating college. *Transcripts will not be released if you have unpaid fees, fines, etc.*
8. Grades received at the host college will appear on your transcript. Some EcoLeague schools do not issue grades. In these cases, the grade will be recorded on an Satisfactory/Unsatisfactory basis.

Faculty Representative names and contact information can be found at: <http://www.ecoleague.org/students>.

Questions? Email the EcoLeague Coordinator at [coordinator@ecoleague.org](mailto:coordinator@ecoleague.org).