GREEN MOUNTAIN COLLEGE AVIC EXCHANGE SEMESTER

GMC is one of 14 private undergraduate institutions in Vermont who have agreed to a semester exchange program spearheaded by the Association of Vermont Independent Colleges (AVIC). The Program is designed to allow a student to experience a different educational environment without leaving the country or facing a language barrier while still enabling them to graduate on time from their home institution. An AVIC Semester Exchange Program can broaden personal and educational perspectives and can be used to

- Experience new academic cultures
- Learn from different professors
- Try new learning approaches
- Live in a different area
- There is no extra tuition cost although students must pay any difference in room and board
- Explore new areas of study
- Access new courses
- Experience personal growth
- Become more independent and resourceful

REQUIREMENTS FOR PARTICIPATION IN AN AVIC EXCHANGE SEMESTER

1) Student must complete the Student Application for AVIC Semester identifying the AVIC Host institution and courses to be taken.
2) In addition to the Application, the Student must provide a brief statement (the Proposal) about how the courses and AVIC experience will fit or enhance the Student’s program of study at GMC.
3) The Student must meet with his/her Faculty Advisor(s) to discuss the Proposal and the courses to be taken.
4) After reviewing Student’s Proposal and Advising Worksheet with the Student, the Faculty Advisor should provide a statement of support, which includes a brief paragraph about why the Student and Student’s plan merit consideration for an AVIC exchange.
5) The Student must submit the Application, including the Student’s Proposal and course descriptions, and the Faculty Advisor’s statement of support to the Advising Specialist in the Registrar’s Office.
6) The Advising Specialist will evaluate the courses to ensure they meet degree requirements and notify the student and Faculty Advisor with a copy of the course evaluation/preapproval. The Advising Specialist will attach a copy of the course evaluation/preapproval document to the Student’s Application and submit the Application package to the Registrar.
7) The Registrar will confirm that there are no disciplinary or probation actions that are cause for denial and approve or deny the application, notifying the Student, Student’s Faculty Advisor, and the AVIC Host institution by email that the Application has been approved/denied. At this time the Registrar’s Office will provide the Host institution a copy of the Student’s transcript.
8) Acceptance is at the discretion of the Host Institution. When Host confirmation is received, the GMC Registrar will notify the Student by email.

POLICIES

1) Per AVIC guidelines, applying students must have Junior (preferred) or Sophomore standing at the time of the Exchange.
2) GMC will bill the Student for GMC tuition (minus the semester financial aid). The Host institution will bill the Student for room, meals, and student fees.
3) GMC institutional grants/scholarships can be used for one semester exchange only. Only one AVIC Semester Exchange is possible.
4) NON-GMC aid may apply for one semester (including federal and state grants and loans). Some aid may be restricted.
5) Tuition exchange and tuition remission students are not eligible for the AVIC Semester Exchange Program.
6) If the Student withdraws from the AVIC Semester Exchange Program after the semester has begun, GMC policies for refunds on tuition will apply. Any room, meals, and student fees paid will be subject to the Host institution’s policies for refunds.
7) Students may maintain their regular GMC payment plan through the Student Financial Services Office.

ACADEMIC POLICIES.

1) Only students in good academic and social standing are eligible. Some Host institutions may require a particular GPA for admission to certain programs.
2) A student’s disciplinary record is part of the AVIC Semester Exchange Program application review. Students may not participate in semester exchange while on disciplinary probation.

TRANSFER CREDIT. Pre-approved courses are accepted as transfer credit in accordance with the GMC Transfer Credit Policy stated in the GMC Catalog and may apply, as appropriate, toward GMC major, minor or general elective credit. Grades earned in an AVIC Exchange Semester WILL calculate into the student’s cumulative GPA at GMC.
GREEN MOUNTAIN COLLEGE
STUDENT APPLICATION FOR AVIC EXCHANGE SEMESTER

Student Name: ____________________________________________________ I am a (circle one) JR SO

Major(s): __________________________________________________________ My Student # is: _______________

Minor(s): __________________________________________________________ My cumulative GPA is _______

Faculty Advisor Name: _______________________________________________ I plan to graduate _____ of 20____

I am applying for an AVIC Exchange to (circle one):
Bennington College  Burlington College  Champlain College  College of St Joseph  Goddard College
Landmark College  Marlboro College  Middlebury College  New England Culinary Institute
Norwich University  Saint Michael’s College  Southern Vermont College  Sterling College

Year/Term for which applying for AVIC Exchange: _________/__________

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th># Credits</th>
<th>Course Description (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attached/Emailed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attached/Emailed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attached/Emailed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attached/Emailed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attached/Emailed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attached/Emailed</td>
</tr>
</tbody>
</table>

1. Proposed by Student (Signature): _________________________________
   With this signature I authorize release of my GMC Transcript to the Host institution identified above.
   Student statement (the Proposal) is attached. (See REQUIREMENTS, 2) Date: ____________________

2. Reviewed with Student by Faculty Advisor (Signature): ________________
   Faculty Advisor Statement attached. Date: ____________________

3. Reviewed by Advising Specialist (Signature): ________________________
   Degree Audit and Course Evaluation/Preapproval document attached. Date: ____________________

5. Approved/Denied by Registrar (Signature): __________________________

6. Copy of GMC approval to AVIC host institution faxed/mailed/emailed. Date: ____________________

7. AVIC Host institution acceptance Date Received: ________________ Date Confirmed to Student: ________________

In accordance with AVIC guidelines, Students are strongly encouraged to submit this application by September 15 for a spring semester exchange and by February 15 for a fall semester exchange.