

# Tri-College Consortium Course Exchange Application

## Lynchburg College, Randolph College, and Sweet Briar College

### STUDENT INFORMATION

### COURSE INFORMATION

Student's SS #		Home College	
Last Name	First	M.I.	
Classification			
Student's Home Mailing Address			
City	State	Zip	
College P.O. Box # and Telephone #			
Campus Email Address			

Institution where course is taught			
Semester		20	-- 20
Academic Year			
Dept.	Course #	Sect.	Hours Credit
Title of Course			
Course Meeting Day(s) and Time			
Instructor's Name			
Course Equivalency at Home Institution			

Rationale for taking course: \_\_\_\_\_

Have you ever taken a course at this institution before? \_\_\_\_\_

We request the following information to aid in the completion of Government reports:

Date of Birth \_\_\_\_\_ Female \_\_\_\_\_ Male

Race: \_\_\_\_\_ Black non-Hispanic    \_\_\_\_\_ American Indian or Alaskan Native    \_\_\_\_\_ Asian or Pacific Islander  
           \_\_\_\_\_ White non-Hispanic        \_\_\_\_\_ Hispanic

**By my signature I affirm that I:**

- \_\_\_\_\_ have read and agree to the regulations governing the Tri-College Consortium;
- \_\_\_\_\_ have consulted with the instructor to determine admissibility in the course;
- \_\_\_\_\_ am aware that I must make arrangements to complete work missed due to calendar differences between colleges;
- \_\_\_\_\_ am aware that I am responsible for arranging my own transportation between institutions;
- \_\_\_\_\_ agree to have an official transcript sent to my home institution showing the final grade(s).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Name of Academic Advisor

\_\_\_\_\_  
Advisor's Signature & Date

\_\_\_\_\_  
Name of Registrar or Dean of Home Institution

\_\_\_\_\_  
Signature & Date

**PROCEDURE FOR WITHDRAWAL FROM A COURSE:**

The student should file a drop slip with the Registrar of her/his college. The Registrar will notify the institution where the course is taught of the withdrawal and the date.

**DISTRIBUTION:** A copy of the form will be sent to the Registrar's Office where the course is taught.