

Knox College – Policies & Procedures

Policy: **Student Exchange**

Applies to: Basic Degree Students

Approval & Responsible Individual: Faculty

Reference information:

Policy

It is the policy of Knox College that students have the opportunity to engage in an Exchange Program at the Basic Degree Level.

Procedure

Time line for one of our students to go on exchange (i.e. for academic year 2009-2010):

Notice of our Exchange Program circulated to students with a deadline of June 1st to apply for the exchange (i.e. Student Handbook; mail boxes)

June of 2008 the student requests to be considered for an exchange in September 2009.

October/November 2008 Faculty meeting – students names are presented to faculty.

December/January – students are interviewed

February 2009 Faculty meeting – the student chosen from the interview process is suggested to faculty for approval.

March 2009 – the student is notified of the decision of faculty

March 2009 – the seminary is notified of a student doing an exchange

April – June 2009 – student applies for Visa; arranges travel; talks with faculty advisor regarding courses to study.