



SAMFORD BACHE EXCHANGE PROGRAM APPLICATION

SAMFORD UNIVERSITY/UNIVERSITY OF ALABAMA AT BIRMINGHAM/
BIRMINGHAM-SOUTHERN COLLEGE/UNIVERSITY OF MONTEVALLO/MILES COLLEGE

IMPORTANT:

- Must be Undergraduate Day student taking at least 12 credit hours. (Before adding BACHE course.)
- Only one course per Samford University term.
- Host institution's academic calendar will be used for start, drop, and add dates.
- Students receiving Veterans Benefits are not eligible to participate in the BACHE Exchange Program.

PROCESS: Consult with academic advisor; Complete form; Return form to the Registrar's Office.

Name: _____ SU ID: 9 _____
(last) (first) (middle)

Address: _____ Phone Number: _____

Email: _____@samford.edu Date of Birth: _____

Note: You are responsible for paying traffic citations issued by the host institution if you violate parking regulations.

Institution you wish to attend:

- UAB
- Birmingham Southern
- Montevallo
- Miles

Vehicle Information:

Make: _____
Model: _____
Color: _____
Auto tag #: _____

For which term? FALL SPRING **In what year?** _____

I request permission to take the course listed below through the BACHE Program:

Call Num	Subj/ Dept	Crse Num	Sect	COURSE TITLE (Exchange School Info)	Crds	Samford Equivalent Course
LAB				(Lab info. Only if applicable)		

Note: Course Title and Samford Equivalent blocks allow for two lines of typed text.

Student's Signature _____ Date _____

Advisor's Approval _____ Date _____

Department Chair _____ Date _____

Academic Dean _____ Date _____

(Required only if BACHE course will be an overload)



COURSE EXCHANGE STUDENT INFORMATION

STUDENTS participating in classes through the Course Exchange arrangement **ARE RESPONSIBLE FOR KNOWING AND ACTING ON THE OFFICIAL POLICIES IN PLACE AT THE HOST CAMPUS.**

The rules and regulations of the Host Institution are binding on all students taking courses.

Some of the areas of policy that students must adhere to include, but are not limited to:

1. **ACADEMIC HONESTY AND/OR HONOR CODES:** Each of the participating institutions has a written policy regarding actions that constitute academic dishonesty and outlining penalties for such actions. Birmingham-Southern College requires students in its classes to sign a statement that they understand and will adhere to the college's honor code.
2. **DROP-ADD AND WITHDRAWAL POLICIES:** Drop-Add and Withdrawal processes occur at the home institution and must be done according to the calendar requirements of the host institution. The student should also inform his host professor and the host institution of such actions.
3. **CLASS ATTENDANCE REQUIREMENTS:** The participating institutions and faculties have different policies regarding attendance. Some may automatically fail a student after a certain number of absences; others have a policy of lowering grades according to the number of absences; some faculty keep no record of absences.
4. **LIBRARY, LABS (including Computer, Language, Science, and other), PRACTICE ROOMS, and such RULES, HOURS, ACCESSIBILITY:** BACHE institutions vary in their policies regarding accessibility, hours, length or time of use, and other issues regarding campus libraries, labs, practice rooms, and other facilities. The host campus's rules and regulations must be adhered to.
5. **PARKING RULES AND REGULATIONS:** You are responsible for paying traffic citations issued by the host institution if you violate parking regulations. You must also have a BACHE hang tag in clear view from its spot on your rearview mirror.

For more information, see the BACHE home page at <https://www.uab.edu/bache/>