

VISITING AND EXCHANGE STUDENTS POLICY

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A. PURPOSE

As a member of the worldwide community of post-secondary institutions, Douglas College supports and facilitates both Canadian and international students seeking to complement their studies at their home institution with a limited period of study at another institution. This policy attests to the enriching value of such opportunities, and promotes and provides guidelines in support of them.

B. SCOPE

- DEPARTMENTS/PROGRAMS/FACULTIES
- DOUGLAS INTERNATIONAL
- REGISTRAR
- STUDENTS
- STUDENT AFFAIRS AND SERVICES DEPARTMENTS

C. DEFINITIONS

1. **Exchange Agreement:** a reciprocal agreement outlining the terms and conditions under which Douglas College and a Partner Institution will accept an equivalent number of each other’s students in credit courses for a limited number of semesters, with the expectation that the students will transfer those credits back, upon their return home, towards the completion of their program of study at their home institution. Such agreements will typically address issues relating to admission requirements, course pre-requisites, course advising/selection and access to extracurricular opportunities and support services. Students attending an institution under an Exchange Agreement pay tuition and all applicable fees at their home institution.

DEFINITIONS (CONT.D)

2. **Exchange Student:** a student from a Partner Institution who is currently attending Douglas College under the terms of an Exchange Agreement. Although attending Douglas College, an Exchange Student is considered to be a student of her/his home institution. Exchange students may register only in courses approved by their home institution, as set out in the student's application package. Decisions affecting an Exchange Student's standing or status at Douglas College are made in consultation with the Partner Institution wherever it is reasonable to do so.
3. **Partner Institution:** a recognized post-secondary institution, in Canada or abroad, with which Douglas College has entered into an Affiliation Agreement, as approved by Education Council, as per the Educational Affiliations policy.
4. **Visiting Student:** a student who is currently enrolled as a fee-paying student at a Canadian or an international institution other than her/his home institution under special admission and/or registration procedures. Where a Visiting Student is attending Douglas College, there is no expectation of reciprocal application by a Douglas College student to attend classes at the Visiting Student's home institution, and no requirement for a partnership agreement between institutions; a Visiting Student will be registered by the Registrar's Office in consultation with the department/program in which the student is applying to study, and may register only in those course(s) identified by that department/program.

D. POLICY STATEMENTS

1. Douglas College encourages its students to explore opportunities to study away from home as visiting or Exchange Students for limited periods, at other Canadian institutions or at one of its international Partner Institutions, and commits to recognizing such studies through transfer credit wherever reasonable.
2. Douglas College also welcomes visiting and Exchange Students, both to enrich and to broaden these students' own education, and for the benefit and contributions the students bring to the College's community and classrooms. Visiting students are accepted upon recommendation of the College department/program/Faculty willing to accept them into a specific course or courses, without requiring that the students apply for admission into a program of study. Exchange students are recommended by their home institutions for up to three (3) semesters' study at Douglas College, typically for transfer of credit back towards a credential at the home institution.
3. Exchange students are recommended by their home institutions for periods of study at another institution. Canadian Partner Institutions must submit applications on behalf of their Exchange Students to the College Registrar's Office (RO). International Partner Institutions must submit applications on behalf of their Exchange Students to the Douglas International (DI) Office. Applications are not accepted directly from prospective Exchange Students.

POLICY STATEMENTS (CONT.D)

4. Each application must include the following:
 - a. A completed application form
 - b. A copy of the student's current transcript
 - c. The signature page of the student's passport (international students only)
 - d. A waiver signed by the student giving Douglas College authority to release academic and personal information to the home institution
 - e. A "Letter of Permission," on institutional letterhead, confirming the following:
 - i. the number of consecutive semesters the student is applying to study at Douglas (maximum three (3))
 - ii. that the student meets the general admission requirements of Douglas College, including the English language proficiency requirement
 - iii. that the student is in good academic standing
 - iv. that the home institution has approved the courses listed in the application form.
5. Upon acceptance of a completed application package, Douglas College will issue an Exchange Student with a College student number and a letter of acceptance, and will register the student into the approved courses.
6. Exchange students may change their program of study at Douglas College only with the written agreement of their home institution.
7. At the completion of each semester, Douglas College will provide the home institution with an official transcript of the Exchange Student's academic results.
8. Exchange and Visiting Students, whether Canadian or international, are entitled to access the full range of support services available to other Douglas College students. International exchange or Visiting Students, along with other international students, are also entitled to the full range of services available through Douglas International.
9. In the event that Douglas College becomes concerned with an Exchange Student's safety or identifies issues with her/his compliance with College policies or program requirements, and where these concerns and/or issues may jeopardize the exchange experience, Douglas College will notify the home institution. Whenever possible, the home institution will be involved in program and significant student support decisions made regarding the Exchange Student.

E. PROCEDURES

When in receipt of a completed application from a potential Exchange Student, the Registrar's Office (RO) or Douglas International (DI) will consult with an Academic Advisor on the proposed study plan for the Exchange Student, to identify and address any questions about the student's program and/or course availability. Where any selected course(s) involve prerequisites, the RO (Canadian applicants) or DI (international applicants) will forward the relevant applicant information to the appropriate Chair(s)/Coordinator(s). The Chair(s)/Coordinator(s) will review applications and determine whether prerequisites have been met or will be waived, and will communicate this decision to the RO/DI in a timely fashion—typically, within three (3) weeks.

PROCEDURES (CONT.D)

Where a prerequisite is not recognized and/or the department/program declines to waive the requirement, the Exchange Student's home institution will be advised of the need for approval of alternate course(s).

Exchange students may change their program of study only with the written agreement of their home institution.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES[Educational Policies](#)

- Admissions Policy
- Educational Affiliations Policy
- Recognition of Transfer Credit Policy

G. RELATED ACTS AND REGULATIONS

Current regulations of the Ministry of Citizenship, Immigration and Refugees Canada.

H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A