

MUSKINGUM

U N I V E R S I T Y

Muskingum University / Zane State College Enrollment Exchange Application Form

This exchange program is to provide students with academic opportunities not available on their home campus. Students enrolled full-time at MU may apply to take a course tuition-free at Zane State College subject to the following limitations:

- Participation is subject to the limitations of the exchange agreement, including total number of students participating, between Muskingum University and Zane State College.
- Each student may complete up to three courses during their college tenure.
- Participation in the program requires:
 - Full-time and continued registration at the home institution;
 - Second year standing at the home institution;
 - Good academic and social standing at the home and host institutions;
 - Payment of tuition to home institution;
 - Payment of cost of transportation, books, and incidental fees;
 - Compliance with regulations of the host institution;
 - Request of transcript from the host institution in accord with host institution's policy.
 - Application must be submitted at least 1 month prior to the start of the term in which course will be taken
- Exchange Program is only available for Fall and Spring Semesters.
- Approval of the application by the student's advisor and the University Registrar

Student Name _____ Student ID _____

Student Email Address _____@muskingum.edu Current Class Level _____

Proposed Course from Zane State _____ Semester _____ Fall _____ Spring _____

Does this course meet a specific major and/or Gen Ed requirement?..... Yes _____ No _____

Is this course offered at Muskingum University?..... Yes _____ No _____

Could the course be taken at Muskingum University in a future semester
without delaying graduation?.....Yes _____ No _____

Could the student qualify to take the course in MAP?.....Yes _____ No _____

Could the course be taken as a Directed Study?..... Yes _____ No _____

Could a substitution or waiver be given for this course without
significantly altering the program of study?.....Yes _____ No _____

Please describe the rationale for taking this course at Zane State College (attach separate document if necessary):

Student's Signature: _____

Date: _____

Advisor's Approval: _____

Date: _____

University Registrar's Decision: Approved _____ Not Approved _____

University Registrar's Signature: _____

Date: _____

Office Use Only: Students participating in exchange program this semester: MU -> ZCS _____ ZCS -> MU _____
Between 1 and 6 students per institution per term expected in program, with annual imbalance of <= 4