



## Graduate Arts and Sciences Regional Cooperative Exchange Program

Bryn Mawr College, Curtis Institute, Rutgers University, University of Delaware (Anthropology and Art History)  
Philosophy Consortium with Temple University and Villanova University

The Regional Cooperative Exchange Program enables PhD students to take courses or conduct dissertation research for up to one academic year at one of the following institutions:

- Bryn Mawr College (Bryn Mawr students only)
- Curtis Institute of Music (Curtis students only)
- Rutgers University
- University of Delaware (Anthropology and Art History only)
- Temple University (Philosophy only)
- Villanova University (Philosophy only)

Students are eligible for this exchange program after completing one year of residence in their PhD program. Students are regularly registered at their home institution and hold special nondegree status at the host institution. Participation in the program requires the approval of the director of graduate studies (or the department chair) and the graduate school dean at both the home and the host institutions. **Please include the email from the instructor that grants you permission to take the course. Your application will not move through the process until all signatures and required materials are received.**

**First year doctoral students and masters students may not participate in the Regional Cooperative Exchange program. Please check with your graduate group about graduate group policies regarding the program.**

**Graduate students may only register for graduate-level courses (course numbers 5000-9999).**



## Graduate Arts and Sciences Regional Cooperative Exchange Application

Bryn Mawr College, Curtis Institute, Rutgers University, University of Delaware (Anthropology and Art History),  
Greater Philosophy Consortium with Temple University and Villanova University

### Purpose of the Exchange Program

The Graduate Arts and Sciences Exchange Program enables a graduate student enrolled in a doctoral program to study at an approved institution for a limited period of time at no additional tuition cost, in order to take advantage of educational opportunities not available on the student's home campus.

The academic experience, including courses taken and/or research conducted with particular faculty at the host institution will be registered on the academic record maintained by the student's home institution.

**ELIGIBILITY** - One full academic year in residence in a Ph.D. program at your home institution is required. An approval email from the instructor, or the person the student will be working with on campus, must be attached to the application.

**APPLICATION PROCESS** - Completed applications only should be delivered to your home school's program contact. Your home school's contact should then forward your completed application to the host institution for review and approval. Host institutions deadlines vary.

University of Penn's Spring/Fall processing requires receipt at least six weeks prior to the first day of class.

**DURATION** - A participating student's enrollment at a host school may be for one or more terms (which may be recorded in semesters, depending on the institution), with a maximum exchange enrollment of one year. (In the case of a student accompanying a dissertation adviser who has joined the host school, more than a year's enrollment as an Exchange Scholar may be permitted if all parties are in agreement.) Any extensions to an approved exchange enrollment require a separate application form.

**RECORDS** - Most participating institutions can enroll exchange students only at the start of a term. Please refer to a host institution's academic calendar for relevant dates. Students are registered by the home and host institutions in whatever enrollment category appropriate for each institution. Participating students may be required to confirm the transfer of credit with their home institution.

**TUITION AND FINANCIAL AID** – Please be aware that a host institution may charge an application fee or fees for services that are not covered by tuition, such as health and hospitalization charges. It is a student's responsibility to meet such charges. Tuition will be charged and collected by the student's home institution. Stipend support, if any, is ordinarily paid only by the home institution.

**HEALTH AND HOSPITALIZATION COVERAGE** – The host institution will be responsible for assuring that hospitalization and health services are locally available. However, the host institution may either charge the student for such services or require that the student is covered by the student health plan of the home institution.

**INTERNATIONAL STUDENTS** - International students are understood to be under the continuing sponsorship of their home institution. All US Immigration Services work must be done through the international student advisor at the home institution. International students on F-1 visas should note that they are not allowed to work at the host institution unless they obtain prior written approval from the Visa Office at the host institution.

**RESPONSIBILITIES AND PRIVILEGES** – Relevant rules, policies, and procedures for the home institution and the host institution apply to Exchange Scholars. At the host institution, Exchange Scholars will be accorded many of the privileges of the host institution's degree-seeking students. They will receive a student ID card that permits access to the host institution's libraries, labs, health facilities, athletic facilities, etc. Where these services entail fees in addition to tuition, the host institution will charge Exchange Scholars the same fees it charges its own graduate students.

Host institutions reserve the right to limit Exchange Scholars' access to resources that are specifically dedicated to students who are pursuing a degree program or for which such students have priority.

## Parts of the Application

Each part of the application must be completed.

- Parts A through C are completed by the student applying for the exchange.
- Part D is completed by the administrative contact at the home institution.
- Parts E and F are completed by the administrative contact at the host institution.

The roster of administrative contacts is found at the end of the application, along with terms and conditions.

### A. Student Information. Please print or type all information.

Legal Name

(last, first and middle)

Preferred Name (if applicable)

Name of Home Institution

Student ID number at Home Institution

Date of Birth

Legal Sex (for government reporting)

Email address at Home Institution

Country of Citizenship

Birthplace (City, State, Country)

Visa Status (international students only, F-1 or J-1)

**For students in the U.S. on a student visa, the home institution will continue to issue certificate of eligibility (I-20 or IAP-66).**

In your home institution program:

Doctoral Degree Program

(Example: History, Philosophy)

Term of initial registration or enrollment

(Example: Fall 2023)

Expected completion date of degree

(Example: May 2024)

Quarter(s)/Term(s)/Semester(s) you propose to spend at the host institution (e.g., Fall 2023, Spring 2024). Please check with the host school exchange administrator first if you are proposing to visit during a time that includes a summer term. Not all institutions can accommodate the exchange during a summer term.

Have you participated in the Graduate Arts and Sciences Exchange Scholars? No

Program before? Yes If yes, when and where?

Name of Proposed Host Institution

Department or Program at Host Institution

Subfield, subject or area of concentration

Adviser at Host Institution (if applicable)

Address to which bills or other information should be sent:

Address 1

Address 2

City/State/Zip

Telephone

Please describe your proposed plan of study during the exchange and indicate why it is essential to your degree program. (Attach another page if necessary.)

If you plan to enroll in courses at the host institution, please provide the following information on the courses you wish to take. Enter information exactly as it appears in the host institution's course offerings. Note that some departments at a host institution may not allow exchange students to enroll in their courses.

Attach email correspondence showing approval by the instructor(s) of the course(s) you wish to take. Correspondence should be from the university email account of the instructor(s) and explicitly state the course number, title and term, as well as approval.

Term      Course No      Course Title      Credit Basis      Instructor/Professor Name

Funds for support for the requested period of study are available as follows:

Source	Type	Tuition	Living Stipend
(e.g., Home Inst, External)	(e.g. Fellowship, Research asst., Loans)	(\$ amount)	(\$ amount)

Ordinarily students will not receive any financial support from the host institution. Will any financial support come, or be paid through, the host institution, for example as an assistantship in research or teaching fellowship?  
 YES      NO

**If yes, and if you are an international student on a visa, you must contact the visa office at your home institution, as well as the visa office at the host institution, prior to your arrival.**

Do you require support from the Accessibility or Disability Services Office at the host institution?  
 YES      NO

Note: If yes, contact the relevant office at your home institution and ask that that office make contact with the relevant office at the host institution. The administrative contacts for the exchange at both the home and host institutions can help with referrals to the appropriate offices.

Sign the following statement:

**I hereby petition to participate in the Graduate Arts and Sciences Exchange Scholar Program and to undertake the course of study outlined above. I agree to abide by the terms and conditions of this program as well as the regulations and procedures of both institutions. I understand that violation of any of the regulations can result in my suspension from the program. I authorize the transfer of record of courses and/or research conducted with a particular faculty member at the host institution to my home institution and understand that I may need to request this transfer separately.**

Student Signature

Date

## B. Approvals - Home Institution

Obtain the signed approval of the following individuals at your **home institution**. Emailed approvals may be accepted by the administrative contact only if they are from the university email account of the signer and explicitly state the exchange dates and host institution, as well as approval of participation as described in the application.

### 1. Academic Adviser

Name	Title	Signature	Date
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### 2. Director of Graduate Studies or Department Chair

Name	Title	Signature	Date
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## C. Submission.

Submit this form to your **home institution** administrative contact for review, approval, and processing. Administrative contacts are listed at the end of the application. Only the administrative contact may forward applications to the host institution.

Administrative Contact for Home Exchange Program

Name	Title	Signature	Date
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## D. Home Institution Administrative Contact.

The home institution administrative contact should review Parts A-C of this application. If approved, please make sure your signature appears in Part C and then forward this application to the administrative contact at the host institution the student plans to visit.

## E. Host Institution Administrative Contact.

Please obtain the approval of the following persons for the student's proposed course of study at your institution. (You sign in part E-3.) Emailed approvals may be accepted if they are from the university email account of the signer and explicitly state the exchange dates and host institution, as well as approval of participation as described in the application.

E. Host Institution - Please obtain the approval of the following persons

1. **Academic Adviser** (if relevant)

Name	Title	Signature	Date
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2. **Director of Graduate Studies or Department Chair**

Name	Title	Signature	Date
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3. **Administrative Contact for Host Exchange Program**

Name	Title	Signature	Date
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**F.** A complete and signed application should be held at the host institution for administrative processing. Copies of the complete and signed application with any attachments should be returned to the student and to the administrative contact at the student's home institution.

## PARTICIPATING INSTITUTIONS AND ADMINISTRATIVE CONTACTS

### **Bryn Mawr College**

*All PhD programs*

Contact: Sara Forrest

Associate Registrar

101 North Merion Ave

Bryn Mawr, PA 19010-2899

Phone: 610.526.5047

Email: [sforrest@brynmawr.edu](mailto:sforrest@brynmawr.edu)

Academic calendar: <https://www.brynmawr.edu/inside/academic-information/registrar/academic-calendar>

### **Rutgers University**

*All PhD programs*

Contact: Benjamin Arenger

Senior Program Administrator

School of Graduate Studies

25 Bishop Pl

New Brunswick, NJ 08901-2292

Phone: 848.932.6588

Email: [ben.arenger@rutgrs.edu](mailto:ben.arenger@rutgrs.edu)

Academic calendar: <https://scheduling.rutgers.edu/scheduling/academic-calendar>

### **Temple University**

*PhD Philosophy Program*

Contact: Belinda Wilson

Manager of Administration

1114 W. Polett Walk

Philadelphia, PA 19122

Phone: 215.204.0472

Email: [bwilson@temple.edu](mailto:bwilson@temple.edu)

Academic calendar: <https://registrar.temple.edu/academic-calendar/2024-2025-academic-calendar>

### **Villanova University**

*PhD Philosophy Program*

Contact: Terry DiMartino

Program Coordinator

Philosophy Department

800 E Lancaster Ave

Villanova, PA 19085

Phone: 610.519.8997

Email: [theresa.dimartino@villanova.edu](mailto:theresa.dimartino@villanova.edu)

Academic calendar: <https://www1.villanova.edu/villanova/provost/calendar.html>



**University of Delaware**

*PhD Art History & Anthropology Programs*

Contact: Sandy Isenstadt

Chair, Art History

University of Delaware

234 Hüllihen Hall

Newark, DE 19716

Phone: 302.831.6824

Email: [isnt@udel.edu](mailto:isnt@udel.edu)

Academic calendar: <https://www.udel.edu/academics/registrar/calendar/>

**University of Pennsylvania**

*All PhD programs*

Contact: Graduate Division of Arts and Sciences

University of Pennsylvania

3401 Walnut Street, Suite 322A

Philadelphia, PA 19104-6228

Phone: 215.898.7444

Fax: 215.573.8068

Email: [gas-registrar@sas.upenn.edu](mailto:gas-registrar@sas.upenn.edu)

Academic calendar: <https://almanac.upenn.edu/penn-academic-calendar>

## Terms and Conditions

The following are to be regarded as minimal terms and conditions of the program. Individual institutions may choose to establish more rigorous criteria, e.g., for eligibility or duration of study. Definitions (e.g., of “term,” “academic year,” and “hospitalization coverage”) may also vary according to local policy and practice.

1. **ELIGIBILITY** – Normally students will be eligible to be Exchange Scholars only after they have completed one full academic year in residence in a Ph.D. program at their home institution. Students must be in good standing at the home institution at time of application and for the duration of the exchange period.
2. **DURATION** – A minimum of one term of study and a maximum of one academic year will be permitted in the program. The operation of this program during the summer sessions will be at the discretion of the host and home institutions. Any extensions require separate approval.
3. **REGISTRATION STATUS** – Exchange Scholars will be registered by the home and host institutions in whatever enrollment category (“in absentia,” “in residence,” “special student,” “Exchange Scholar”) is appropriate at each place.
4. **TUITION AND FINANCIAL AID** – Tuition will be charged and collected by the student’s home institution. Stipend support, if any, is ordinarily paid only by the home institution.
5. **HEALTH AND HOSPITALIZATION COVERAGE** – The host institution will be responsible for assuring that hospitalization and health services are locally available. However, the host institution may either charge the student for such services or require that the student is covered by the student health plan of the home institution.
6. **RESPONSIBILITIES AND PRIVILEGES** – Relevant rules, policies, and procedures for the home institution and the host institution apply to Exchange Scholars. At the host institution, Exchange Scholars will be accorded many of the privileges of the host institution’s degree-seeking students. They will receive a student ID card that permits access to the host institution’s libraries, labs, health facilities, athletic facilities, etc. Where these services entail fees in addition to tuition, the host institution will charge Exchange Scholars the same fees it charges its own graduate students. Host institutions reserve the right to limit Exchange Scholars’ access to resources that are specifically dedicated to students who are pursuing a degree program or for which such students have priority.
7. **INTERNATIONAL STUDENTS** - International students are understood to be under the continuing sponsorship of their home institution. All US Immigration Services work for them must be done through the international student advisor at the home institution. International students on F-1 visas should note that they are not allowed to work at the host institution unless they obtain prior written approval from the Visa Office at the host institution.
8. **RECORDS** – Upon completion of an Exchange Scholar’s enrollment at a host institution, an official transcript may be sent to the student’s home institution. Participating students and administrative contacts should confirm this process with the host institution administrative contact; at some institutions, students or administrative contacts may need to request the transcript themselves. The transcript will include the course record (title, number, instructor, credit or class hours and grade received), if any, and may include any research or independent study courses the student completed. The information will then be posted on the student’s academic record or made part of the record as appropriate to the home institution.
9. **NOTIFICATIONS** – The host institution may notify the home institution about the student’s program, experience, and conduct during the exchange period. The home institution will be responsible for notifying third parties of the Exchange Scholar’s status and activities.