National Student Exchange
Year End Report
August 2009- July 2010

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All but four outgoing University of Utah students were placed at either their first or second choice school at the placement conference in March of 2009 for exchange in the 2009-2010 academic year. Overall, 26 students were placed for 2009-2010.

The number of outgoing University of Utah students placed on exchange during the 2009-2010 academic year decreased by 20% to 26 students from the 2008-2009 academic year, and the incoming placements decreased by 42% to 15 students from 2008-2009 placement numbers.

In the 2009-2010 academic year, the University of Utah’s outgoing completion rate decreased from 81% to 74% in 2008-2009, and the incoming completion rate also decreased from 80% to 59% in 2008-2009.

For the 2009-2010 academic year, 24 University of Utah students applied prior to the March 2009 placement conference to participate, four of which were not placed. There were also four students placed after the March 2009 conference.
Executive Summary

Overview

The purpose of this report is to provide an overview of the National Student Exchange (NSE) Program at the University of Utah from August 2009 through July 2010. The Office of Orientation and Leadership Development assumed responsibility for the University of Utah’s NSE program in January 2006. After being housed within Undergraduate Studies for ten years, the NSE program moved under the direction of a new coordinator within the Office of Orientation & Leadership Development. This move was a result of several factors, including the need for a more student-centered location on campus and a reaction to the steady decrease in student participation over several years. The Office of Orientation & Leadership Development was an ideal place to relocate this program for several reasons. The Office of Orientation & Leadership Development had partnered with Undergraduate Studies and the NSE program to supply orientation services and matriculation fee waivers. Therefore, the Office of Orientation & Leadership Development had existing knowledge of the NSE program and resources in place to support this program. Additionally, the Office of Orientation & Leadership Development maintains relationships with academic advisors and various student support services across campus, who serve as an integral part of the exchange process.

In 2009, Michelle Jones, the NSE coordinator since January 2006, made the decision to leave the University of Utah in August 2010 to return to school for a degree in law. At this time, Mark Pontious, the other Assistant Director of Orientation & Leadership Development, began to assume NSE coordinator responsibilities under the tutelage of Michelle. Both Michelle and Mark attended the Annual NSE Conference in March of 2010 and Mark fully assumed responsibility for the newly placed students for the 2010-2011 academic year.

National Student Exchange Mission

The National Student Exchange (NSE) is a not-for-profit, membership consortium of accredited, four-year colleges and universities in the United States, its territories, and Canada which have joined together for the purpose of sharing their educational resources and exchanging students among its member institutions.

The only program of its kind offering tuition reciprocal exchanges across the United States and Canada, NSE serves as the national resource for inter-institutional study opportunities.
NSE offers study opportunities at diverse university settings and provides access to a wide array of courses and programs: field experiences, co-op, and internship options; and resident assistant, honors, and study abroad experiences.

NSE is administered by a central office staff and governed by a Council elected from within the membership. Funding comes from institutional membership fees and student application fees.

NSE, with a reputation for quality service, maintains a strong and viable consortium through continuous communication and on-going assessment of the needs and interests of the membership.

The National Student Exchange program is a consortium of 200 institutions of higher education within the United States, its territories, and Canada. The program provides undergraduate students the opportunity to attend any of the participating institutions for up to one academic year. Students pay either tuition at their home institution, designated Plan B students, or the host institution’s in-state tuition, designated Plan A students. Participation in the National Student Exchange program provides students the opportunity to:

- Broaden personal and educational perspectives
- Explore and appreciate new cultures
- Learn from prominent professors
- Access courses not offered at the students’ home campuses
- Explore new areas of study
- Live in different geographic areas
- Investigate graduate or professional schools
- Look for future employment opportunities

The majority of students are placed for exchange by NSE coordinators, at the Annual National Student Exchange conference, held in March prior to the academic year in which students intend to exchange. Following the placement conference, some institutions remain open for placement; therefore, many students are also placed post-conference, upon agreement of NSE coordinators. Consortium-wide, 2,644 students completed an exchange during 2009-2010 and over 94,000 students have completed an exchange since its inception in 1968. To view the National Student Exchange Consortium Annual Report for 2009-2010, including a list of all member schools, see Appendix A.

National Student Exchange Office

The NSE program has been coordinated out of the Office of Orientation and Leadership Development in Suite 280 of the Olpin Student Union Building since January 2006. Prior to
being located in the Union, the NSE Office was in the Sill Center and coordinated by Undergraduate Studies. The University of Utah NSE program also has a presence online at www.ugs.utah.edu/nse. This site is continually updated and is a supplement to the information found on the NSE headquarters website at www.nse.org.

National Student Exchange Eligibility and Application

All students are screened by their home institution’s NSE coordinator before placement occurs. Students must meet the requirements set by the National Student Exchange Consortium, as well as complete an application process, which may vary among institutions. All of the NSE requirements listed below are applicable at the time of application, at the completion of the term prior to the student’s exchange and while on exchange.

- Full-time enrollment at the home campus
- Minimum home campus cumulative GPA of 2.5 (4.0 scale)
- Good academic standing as defined by the home institution
- No incomplete grades from previous terms
- No current or pending probationary status due to academic dishonesty or misconduct
- No outstanding financial obligations to the home institution
- No current or pending probationary or disciplinary action for violation of codes of student conduct
- Must not be on probation, parole, or have any pending legal judgments

In addition to the requirements listed above, students at the University of Utah wishing to exchange must go through an application process. This application includes an essay on why the student wishes to exchange, a meeting with the University of Utah NSE coordinator, and supplying two references (one academic and one personal), along with transcripts and other scholastic and placement preference information. Students are able to rank up to eight institutions to which they are interested in exchanging. Students are chosen by the NSE coordinator based upon their ability to meet the requirements and their perceived ability to complete the exchange successfully, as well as be a quality representative of the University of Utah. The NSE coordinator attempts to place students at the institution which they have ranked first. If the student is not placed at their first choice institution, an attempt will be made to place them at their second choice institution, and then on down their ranked list. If more than one student from the University of Utah wishes to be placed at the same institution, the NSE coordinator will rank these students internally for placement purposes. This ranking will be seen by the host NSE coordinator as they are deciding whom to accept.
National Student Exchange Marketing

The University of Utah promotes the National Student Exchange program in a variety of ways. Professional posters are placed around campus in both the fall and spring semesters, advertising the NSE program. Letters are sent via email each semester to all freshmen and sophomore students who are academically eligible to participate in NSE, inviting them to make an appointment with the NSE coordinator. Individuals representing NSE are present and tabling at Study Abroad Fairs, PlazaFest, and the Major Expo each year. Additionally, the program is presented to academic advisors from all Colleges at a University Academic Advising Committee (UAAC) meeting.

Placement Conference

Each year representatives from all member schools meet at the Annual NSE Conference to share best practices and place exchange students for the following academic year. Placements may be made after the conference and are deemed post-conference placements; however, the majority of placements occur at the conference. At the March 2009 Annual NSE Conference in Raleigh, North Carolina, 21 outgoing students were placed and 19 incoming students were accepted for the 2008-2009 academic year. These figures are lower than the 2008 Annual NSE Conference, in Minneapolis, Minnesota, with 26 and 33 students, respectively placed for the 2008-2009 academic year. Four outgoing students were rejected by all chosen institutions, which did not happen to any outgoing students in 2007-2008. Three of these students were placed at other institutions in a post-conference placement.

Additionally, in March 2010, in Colorado Springs, Colorado, placements were made for the 2010-2011 academic year: 25 outgoing and 28 incoming students were placed. Of the outgoing students, 19 of 25 were placed at their first choice institution, four at their second choice, and one at the third choice. Two students were not placed at any of their chosen institutions. Placement decisions are based on space availability at each host institution, proper access of courses in the student’s area of study, housing availability, as well as the balancing of tuition payments. Students who have been placed on exchange in a prior academic year and not completed the exchange, or students who list only one or two possible sites for exchange are the most likely to be rejected by one or more schools. Students who are flexible with their choices of
institutions are the most likely to be placed. Placement Conference statistics can be found in Appendix B.

Placement Statistics

When taking into consideration placements made for the entire 2009-2010 academic year, including conference placement and post-conference placements, a decrease was seen in incoming students between the 2008-2009 and 2009-2010 academic years, and the outgoing placement total also decreased. In the 2009-2010 academic year, 26 students from the University of Utah were placed at 16 institutions. In the 2008-2009 academic year 32 students from the University of Utah were placed at 25 different institutions. The University of Utah accepted 27 students from 20 schools for 2009-2010, while having accepted 40 students from 30 different institutions in 2008-2009. The University of Utah figures were lower for 2009-2010 due to the balance needed between outgoing and incoming students for tuition purposes. Each year the NSE Coordinator attempts to balance the total number of semesters on each tuition plan between the incoming and outgoing students. Total Placement statistics can be found in Appendix B.

Completion Statistics

Not all students who are placed for an exchange complete the exchange. Some decide to withdraw placement for a variety of different reasons including personal, academic and financial. The completion rate is calculated by dividing the number of students who complete an exchange, by the number of students who were placed on exchange for a given academic year. It is the goal of the University of Utah National Student Exchange program to increase the completion rate each year. In order to increase the completion rates of both incoming and outgoing students, attempts have been made to increase communication from the time the student first indicates interest in exchange to the time the student exchanges and securing students earlier registration dates and access to housing applications. Students who do not complete exchange lose their application fee, which for 2009-2010 was $180.

For the 2007-2008 academic year, the University of Utah’s outgoing student completion rate was 76%, and the incoming completion rate was 50%. In 2008-2009, the University of Utah’s outgoing completion rate increased to 81%, and the incoming completion rate also increased to 80%, both above the national rate of 74%. For the 2009-2010 academic year, the completion rate for outgoing students declined to 77% and for incoming students, the completion rate declined to 59%. Completion statistics can be found in Appendix B. Details on both outgoing
and incoming exchange students can be found in Appendix C. Assessment is conducted to learn reasons for not completing Exchanges and ways to improve completion rates.

Outgoing Placement Meetings

Each year, a week following the Placement Conference in March, Placement Meetings are held in which outgoing students are made aware of their placement status, receive contact information for their host institution NSE coordinator, complete a Placement Acceptance Form, sign a Liability Waiver and a Statement of Understanding, and walk through the process of how to complete a Course Contract form, which ensure course transfer upon return to the University of Utah. Other topics addressed include policy and time frame differences between institutions, culture shock, and how to successfully return to the University of Utah upon completion of their exchange. Students who cannot make the Placement Meeting make appointments to see the NSE coordinator on an individual basis. To view a Placement Acceptance Form, a Liability Waiver, a Statement of Understanding, and a Course Contract, see Appendices D, E, F, and G, respectively.

Incoming National Student Exchange Orientation

Each semester in which incoming exchange students are beginning their exchange at the University of Utah, typically Fall and Spring semester, an NSE Orientation is held to help the exchange students transition to Salt Lake City and the University of Utah. Orientations include information about campus, resources, student involvement and community events. Undergraduate Bulletin and Student Resource Guides are also made available. At least one University of Utah current student, and sometimes a continuing incoming exchange student will be present to assist the exchange students’ transitions. All paperwork for the semester is completed, questions are answered and a short campus tour is given. Exchange students also learn to use TRAX and experience downtown for dinner. During the Fall semester, there were only 3 incoming students, 2 of which attended orientation, but who were not able to stay the entire time to travel downtown. During the Spring Semester, however, 12 of 15 students attended orientation and went to the Clark Planetarium and IMAX Theatre after dinner.

National Student Exchange Assessment

Both incoming and outgoing exchange students are sent a satisfaction survey during the last week of their final semester on exchange. The assessment was first administered in 2007-2008. The survey completion rate for 2008-2009 incoming students was 56% and 77% for
outgoing students. The results of this assessment gave us information on how to improve the program as well as feedback about their experience. Outgoing students indicated some frustration with figuring out which courses they could take on exchange would transfer back and count at the University of Utah. Courses contracts will be addressed in even more depth than usual at next year’s Placement Meeting. Additionally, the University of Utah NSE coordinator will speak with advisors at UAAC to help advisors understand how to appropriately assist students in this process. Incoming students were mostly satisfied with the NSE orientation and the transition process. Assessment was not completed for the 2009-2010 academic year. The form will slightly change for the 2010-2011 academic year to include only responses from that year’s participants.

National Student Exchange Partnerships

The National Student Exchange program at the University of Utah would not be possible without the outstanding partnerships that exist across campus. Student Recruitment and High School Services and the Office of New Student Orientation promote NSE to prospective and admitted students. The Admissions Office works hard to expedite NSE student admissions, and in conjunction with the Registrar, allows incoming exchange students priority registration with continuing junior-level students. Income Accounting assists in tuition and fee allocation and troubleshooting, while Financial Aid assists students with funding both incoming and outgoing exchanges. University College, Transfer Admissions and Departmental Advisors work with outgoing students in their areas with course selection and course transfer. Housing and Residential Education works to provide incoming students on-campus housing and a successful stay at the University of Utah. Finally, Continuing Education allows incoming students the ability to participate in the National Outdoor Leadership School (NOLS) program through NSE.

Summary

The University of Utah community supports and encourages campus efforts to continue offering exchange opportunities for the student body. During the 2009-2010 school year, the National Student Exchange program worked to continue exchange programs and reach out to more and more students at the University of Utah. The National Student Exchange program will continue to provide this opportunity.
NSE is a not-for-profit, tuition reciprocal, exchange program for students enrolled at member universities in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands.

Derek Roberge, who exchanged from Plymouth State University to the University of the Virgin Islands at St. Croix, said that “NSE helps open your mind to other cultures and helps you become more tolerant, patient and accepting.” Mary Spitz, mother of exchangee Katie Spottz, said that through exchange from Kent State University to California State University, Monterey Bay her daughter had grown as a leader and that the program had “opened her eyes to different people and cultures.” For these and other NSE students, it is clear that one doesn’t have to go to the other side of the globe to experience and benefit from a change of place.

For 42 years students have been using the National Student Exchange to experience life from a different point of view – academically, geographically, culturally, and personally. They leave their comfort zones, explore new academic challenges, mature, become more independent, and are ready to take on an increasingly more complex and diverse world with confidence and sensitivity. Like study abroad, NSE offers life-changing opportunities that will shape their decisions, attitudes and behaviors. NSE enhances their undergraduate programs, demonstrating to graduate schools and employers that they possess the ability to plan, follow-through, and successfully go beyond the expected.

“My experience was wonderful. I have learned so much about myself and my individual strengths on this journey. I have become surer of myself and my ability to overcome challenging situations and have simply gained countless life experiences.”

Acacia Edmisten, University of Tennessee Knoxville to the University of Alaska Southeast

For the institution, NSE opens doors to inter-institutional programming. That is especially beneficial at a time when some program offerings are being cut and few new options added. With NSE, member institutions can partner formally or informally to combine their resources through cooperative programming which shares departmental strengths, perspectives, initiatives, and research. The opportunity for cross-registration through NSE expands academic offerings and gives breadth and depth to the student’s undergraduate program. Some current partnerships with other member campuses include fashion and textile technology, landscape architecture, communication, agriculture, forestry, social work, and hospitality.

My semester at Humboldt State University in northern California allowed me to experience a natural and cultural environment that turned out to be as foreign to the Midwest as another country. As an environmental biology student, I was able to take classes in my field that utilized the unique resources of this region; I went jelly-fishing and exploring tide-pools in my invertebrate zoology course. I conducted vegetation surveys in the redwood forest; and was also able to conduct research in local freshwater systems and salt marshes. On a personal level, I gained a better understanding of the way I want to live and impact the world.

Stephani Pescitelli, Eastern Illinois University to Humboldt State University
I stepped out of my comfort zone to learn about a new way of life. It forever shaped the way I view the world.

Patrick Monicle  North Carolina State University to the University of Hawaii at Hilo
Members 2009-2010

OKLAHOMA
East Central University
Oklahoma State University
OREGON
Eastern Oregon University
Oregon State University
Portland State University
Southern Oregon University
University of Oregon
Western Oregon University
 PENNSYLVANIA
California University of Pennsylvania
East Stroudsburg University of Pennsylvania
Indiana University of Pennsylvania
Kutztown University of Pennsylvania
West Chester University of Pennsylvania
PUERTO RICO
Inter American University
University of Puerto Rico, Baranquilla
Inter American University
University of Puerto Rico, San German
Polytechnic University of Puerto Rico
University of Puerto Rico, Mayaguez
University of Puerto Rico, Bayamon
University of Puerto Rico, Rio Piedras
University of Puerto Rico, Humacao

RHODE ISLAND
Rhode Island College
University of Rhode Island

SOUTH CAROLINA
College of Charleston
South Carolina State University
University of South Carolina-Columbia
Wofford University

SOUTH DAKOTA
South Dakota State University
University of South Dakota

TENNESSEE
East Tennessee State University
Tennessee State University
University of Memphis
University of Tennessee
University of Tennessee at Chattanooga
University of Tennessee at Martin
University of Tennessee Knoxville

TEXAS
Texas A & M University
Texas A & M University
Texas Tech University, San Antonio
University of North Texas
University of Texas at Austin
University of Texas at San Antonio

U.S. VIRGIN ISLANDS
University of the Virgin Islands
University of the Virgin Islands at St. Croix
University of the Virgin Islands at St. Thomas

UTAH
Southern Utah University
University of Utah
Utah Valley University

VERMONT
Johnson State College

VIRGINIA
Virginia State University

WASHINGTON
Central Washington University
University of Washington
Washington State University

WEST VIRGINIA
Marshall University
West Virginia University

WISCONSIN
University of Wisconsin-Eau Claire
University of Wisconsin-Green Bay
University of Wisconsin-La Crosse
University of Wisconsin-Oshkosh
University of Wisconsin-Plaistville
University of Wisconsin-River Falls
University of Wisconsin-Stout
University of Wisconsin-Superior
University of Wisconsin-Whitewater

WYOMING
University of Wyoming

ALBERTA
University of Calgary

BRITISH COLUMBIA
University of British Columbia

NEWFOUNDLAND
and LABRADOR
Sir Wilfred Grenfell College

NOVA SCOTIA
Cape Breton University

QUEBEC
Bishop's University
Université de Sherbrooke
Université du Québec à Montréal

SASKATCHEWAN
University of Regina
University of Saskatchewan

PENDING: 2010-2011
Brandon University (MB, Canada)
Levis-Clerc State College (ID)
Sonora State University (CA)
SUNY Fredonia (NY)
Texas Southern University
University of Minnesota Rochester
University of Toledo (OH)

UTAH
Southern Utah University
University of Utah
Utah Valley University

Member Services
The National Student Exchange Central Office provides the following services to its member universities:
• on-campus training and orientation
• handbook of policies and procedures
• NSE Directories
• posters
• templates for application and promotional materials
• Coordinator ListServ
• restricted Internet site for coordinator resources and placement activity
• Web resources specifically designed for students, faculty, advisors, parents, and prospective members
• mentor program for new coordinators
• annual placement conference

Exchange Demographics
Year While on Exchange
3% Freshman
31% Sophomore
45% Junior
21% Senior

Gender
68% Female
32% Male

Average GPA: 3.2

Exchange Duration
56% Academic Year
43% One Term
1% Summer

STUDENT PLACEMENTS: 2009-2010 2,644
1968-2009 98,664

Student Recognition
Each year, NSE recognizes students who demonstrate the best use of their exchange participation. The Bette Worley Student Achievement Awards give priority to academic accomplishments. Consideration is also given to social welfare service, contribution to the campus or community environment, and unusual or creative use of time on exchange.

Award Recipients
Lacie Richardson, Academic Year 2008-2009, Western State College of Colorado to the University of Alaska Southeast
Keith Underkoffer, Academic Year 2008-2009, Iowa State University to the University of Alaska Southeast

Honorable Mention
Elizabeth Brock, Academic Year 2008-2009, Iowa State University to Portland State University
Matthew Winarski, Academic Year 2008-2009, University of Memphis to the University of Wisconsin-Eau Claire

For information on award recipients, refer to nse.org, Students, Student Recognition.

ANNUAL REPORT: 2009-2010
NSE Council

2007-2010
Lisa Ormsby
Texas State University, San Marcos

Southwest Region:

2008-2011
E. Moore
University of Alabama

Northeast Region:

2008-2011
R. Moore
University of Alabama

2009-2012
B. Moore
University of Alabama

Central Region:

2009-2012
J. Moore
University of Alabama

2009-2012
T. Moore
University of Alabama

Northeast Region:

2010-2013
B. Moore
University of Alabama

Central Region:

2010-2013
L. Moore
University of Alabama

EX OFFICIO

2009-2011
C. Moore
University of Alabama

National Student Exchange

NSE Staff

Executive Director

Coordinator Services Manager

Business Manager, Web Coordinator, Coordinator Services Manager

President, Coordinator Services Manager

National Student Exchange

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Fort Wayne, IN 46804
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tvsmoley@nse.org • www.nse.org

Governance

The National Student Exchange is governed by a Council comprised of five elected coordinators and two ex-officio staff members. The Council provides policy and program guidance, establishes the annual budget and fee structure, hires and evaluates the president, and sets the conference agenda. The Council met in September 2009 in San Diego and met in March 2010.

Discussions at both meetings included member campus concerns, membership outreach, services to individuals new to their NSE campus responsibilities, student awards, coordinator recognition, placement attrition, communication, changes to NSE’s Web information, future conference locations, ways to increase student participation, fundraising, leadership transition, program assessment, and current and long-range budgets.

Annual Placement Conference

The Antlers Hilton Hotel in Colorado Springs was the site for NSE’s 37th Annual Placement Conference, March 9-12, 2010. Attendees came together to place their students, take advantage of in-service training, and to participate in discussions and presentations on various aspects of professional development, exchange administration and best practices. Educational tours to Colorado State University-Pueblo and the University of Colorado at Colorado Springs were well attended.

During a six-hour period on Thursday, placement decisions were made on 2147 applicants for all or part of the 2010-2011 academic year. Of that number, 80% of the students (1725) were placed at their first choice college or university and an additional 15% (317) had been placed at one of their selected institutions making the overall placement total 2042 students.

On Thursday morning, NSE recognized student award recipients, the NSE Council, individuals who serve as mentors, and members of the encouragement team. Donna Reed-Harper, University of New Orleans, was recognized for challenging her colleagues to grow their respective applicant pools. Coordinators with service of 20 or more years were also acknowledged. The conference closed on Friday with a Town Hall Business Meeting chaired by NSE’s president.

Coordinator Service

20-24 Years
• Charly Coogan, Rutgers School of Arts and Sciences
• Corey Ferris, West Virginia University
• Barbara Fletcher, Stony Brook University
• Gildred Gonzalez, University of Puerto Rico, Mayaguez
• Len Konarski, University of Massachusetts at Boston
• Cecile Mitchell, University of Alaska Anchorage
• Lilian Nieves, University of Puerto Rico, Rio Piedras
• Angel Rivera, University of Puerto Rico, Caguas
• John Sawyer, University of Idaho

25-30 Years
• Flora Liscunci, Northeastern Illinois University
• Ross Melloan, Murray State University
• Therin Pace, California State University, San Bernardino
• Dolores Passarella, Rhode Island College

More than 30 years
• James Lufrina, California State University, Chico
Appendix B: National Student Exchange Placement Chart

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Outgoing Conference Placements</td>
<td>21</td>
<td>26</td>
<td>21</td>
<td>25</td>
</tr>
<tr>
<td>Incoming Conference Placements</td>
<td>27</td>
<td>33</td>
<td>19</td>
<td>32</td>
</tr>
<tr>
<td>Total Outgoing Placements</td>
<td>32</td>
<td>32</td>
<td>27</td>
<td>N/A</td>
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<tr>
<td>Total Incoming Placements</td>
<td>35</td>
<td>40</td>
<td>27</td>
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<tr>
<td>Outgoing Completion Rate</td>
<td>76%</td>
<td>81%</td>
<td>74%</td>
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<tr>
<td>Incoming Completion Rate</td>
<td>50%</td>
<td>80%</td>
<td>59%</td>
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Appendix C: Student Exchange Details:

### Outgoing 2009-2010

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<th>Last</th>
<th>First</th>
<th>Accepted School</th>
<th>Tuition</th>
<th>Time</th>
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<td>Bryner</td>
<td>Peter</td>
<td>University of Oregon</td>
<td>Plan A</td>
<td>AY</td>
</tr>
<tr>
<td>Childress</td>
<td>Amy</td>
<td>University of Calgary</td>
<td>Plan B</td>
<td>FS</td>
</tr>
<tr>
<td>Christison</td>
<td>Marquita</td>
<td>University of Hawaii at Manoa</td>
<td>Plan A</td>
<td>AY</td>
</tr>
<tr>
<td>Dyment</td>
<td>Elizabeth</td>
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<td>Plan A</td>
<td>AY</td>
</tr>
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<td>Fields</td>
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<td>University of Oregon</td>
<td>Plan A</td>
<td>FS</td>
</tr>
<tr>
<td>Floor</td>
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<td>California State University, Los Angeles</td>
<td>Plan A</td>
<td>AY</td>
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<td>Plan A</td>
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<td>SS</td>
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<td>Plan B</td>
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<td>University of Mass. at Boston</td>
<td>Plan A</td>
<td>FS</td>
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<td>California State University, San Bernardino</td>
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<td>FQ</td>
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<td>Briana</td>
<td>University of Hawaii at Hilo</td>
<td>Plan A</td>
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</tr>
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**Key**

**Tuition:**
- Plan A = Students pay the resident tuition rates of the host school
- Plan B = Students pay the University of Utah resident tuition for 15 credit hours.

**Time:**
- AY = All Year
- FS = Fall Semester
- SS = Spring Semester
- FQ = Fall Quarter
### Incoming 2009-2010

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### Key

**Tuition:**
Plan A = Students pay the resident tuition rates of the University of Utah.
Plan B = Students pay their home institution resident tuition for 15 credit hours.

**Time:**
AY = All Year
FS = Fall Semester
SS = Spring Semester
Appendix D: Sample Placement Acceptance Form

National Student Exchange - Placement Acceptance Form (PAF)

STUDENT:
- If ACCEPTING YOUR PLACEMENT, complete all the missing information in parts A, B, and C on each copy of this form. Read Part D. Read the Conditions of Placement. Sign and date each of the three copies of this form and the Conditions. Keep one copy of this form and one copy of the Conditions for yourself. Return the remaining two copies of this form to the Home campus NSE Coordinator.
- If DECLINING YOUR PLACEMENT, check Part C. Indicate the reason for declining, and sign and date each copy of this form. Keep one copy for yourself and return the other two copies to your Home campus NSE Coordinator.

HOME COORDINATOR:
- For March conference placement, mail one copy of the form and Conditions to the host coordinator postmarked no later than April 1 or placement may be rescinded.
- For post-conference placement, one copy of the form and Conditions must be mailed to the host coordinator immediately following placement. Placement is not confirmed until one signed copy of each of this form and the Conditions are received by the HOST NSE Coordinator. A new PAF must be completed if the time period of the original exchange is modified or extended. Changes may be made to the original PAF as long as each change is initialed and dated by the student as well as the host and home coordinator; and a copy is on file on both the home and host campuses.

PART A: Participant Information (Complete missing information.)

NAME: [Redacted]
HOME CAMPUS: University of Utah
MAJOR: [Redacted]
CURRENT ADDRESS: [Redacted]
PERMANENT HOME ADDRESS: [Redacted]
SUMMER ADDRESS: [Redacted]
EMAIL: [Redacted]

GENDER: [Redacted]
BIRTHDATE: [Redacted]
GPA: [Redacted]
NSE ID: [Redacted]

I will be at my current address until: [Redacted]
TELEPHONE: [Redacted]
ALTERNATE EMAIL:
CELL PHONE:

Part B: Accepting the Placement (Complete missing information.)

☐ - I ACCEPT my placement AT:

FOR EXCHANGE PERIOD:
I plan to: ______ live on campus ______ live off campus
My citizenship is:
I am a US citizen and I am NOT a Canadian citizen

Part C: Declining the Placement

☐ - I DECLINE my placement.

Reason:

PART D: Special Conditions or Circumstances

Questions below are designed as a self-assessment guide. It is not necessary to answer on this form, but if your answer to any of the questions in this section is YES, you should immediately identify yourself and your needs to your host campus coordinator. Notification at least two to three months prior to arrival on campus is necessary in order for your host institution to address your needs. You will be asked to submit documentation which is written, current, and prepared by a qualified professional in the manner and time period required by your host campus. You will also be asked to identify the kind of arrangements that are currently being made for you at your home campus. Consult home and host disability service coordinators for additional information. Failure to provide documentation, in the manner and time required by the host campus, may mean that needed services cannot be provided.
- Do you have any medical condition which might require immediate medical attention during your exchange?
- Do you have any conditions which may affect your emotional or mental well-being during your exchange?
- Do you have any physical conditions for which you need accessible on-campus housing and/or classroom accommodations?
- Do you have any documented disability which may require academic accommodations (e.g., note takers, taped texts) during your exchange?

PART E: Emergency Contact

Identify a person or persons (parents, guardian, spouse, etc.) who should be informed in the event of any situation determined to be an emergency by the host NSE Coordinator or designee.

NAME: [Redacted]
ADDRESS: [Redacted]
TELEPHONE: [Redacted]
CITY, STATE/PROVINCE AND CODE: [Redacted]
CELL PHONE: [Redacted]
EMAIL: [Redacted]

RELATIONSHIP: [Redacted]

Signature
I affirm that the information above is complete, accurate, and true to the best of my knowledge. I have read this form, including the Conditions of Placement, and understand its contents, agree to its conditions, and acknowledge that I am signing it freely, voluntarily, and under no compulsion.

Student (please print name): [Redacted]
Date: 10/19/2010

http://nse.org/paf.asp?id=30135
CONDITIONS OF PLACEMENT

Eligibility — I understand that my participation in the National Student Exchange is conditional upon my maintaining, at the end of the term prior to exchange, all eligibility requirements (academic, social, behavioral) as defined by NSE and my home and host campuses. If I fail to meet these requirements, I understand that my exchange will be cancelled. I understand that my exchange may be terminated by either my home or host campus if I fail to maintain these eligibility standards while on exchange. I further understand that failure to enroll as a full-time student may affect my financial aid, housing, or NSE program eligibility at my host campus.

Timely Completion of Forms — I understand that my participation in the National Student Exchange is contingent upon my returning all forms (application, registration, housing, etc.) and other materials which may be requested by my host campus by stated deadlines. Failure to do so may result in the cancellation of my placement.

Exchange Period — I understand that my exchange placement is limited to the period specified on the reverse side of this form. An extension of a single term exchange will be considered only with the approval of both my home and host NSE coordinators. Under no circumstances will the total of all my exchange periods exceed the equivalent of one calendar year. I further agree that if I cancel or shorten the duration of my exchange, I will notify, in writing, the NSE coordinators at both my home and host campuses. I understand that failure to so notify may have financial and/or enrollment consequences.

Course Approval and Course Access — I understand that it is my responsibility to develop, during the term prior to exchange, a flexible, written advising agreement with my home campus that will identify how coursework to be taken at the host campus will fit into my degree requirements at my home campus. I understand that any deviation from the written advising agreement must be approved, in writing, by my home campus. I further understand that course prerequisites at the host campus must be met and that course registration at the host institution is based on the availability of offerings and cannot be guaranteed.

Tuition/Fees, Room/Meals, and Other Fees — I agree to pay tuition/fees in a timely manner and according to the payment plan (A or B) on which I have been placed. I also agree to pay room/meals to my host campus in a timely manner. I understand that failure to make full payment of all required fees or to resolve other debts to the home or host campus may result in the cancellation of any course registration and/or disenrollment at the host campus and upon return to my home campus. I understand that all financial obligations to my host and home campuses must be fulfilled prior to receiving transcripts from my host campus, re-enrolling at my home university, or receiving a transcript or diploma from my home campus.

Off-Campus Housing — I understand that on-campus housing at some NSE member universities is not guaranteed or may not be available. I understand that if I live off campus, I do so at my own discretion and risk.

Transcripts — I assume responsibility to request that an official transcript of the work attempted while on exchange be sent back to the office on the home campus designated by the home campus NSE coordinator.

Insurance — I understand that NSE strongly recommends that I have adequate health insurance for the time period of exchange, and it is my responsibility to ensure that I am adequately covered for the period and place of my exchange. I further understand that my home and/or host campus may require purchase of institutional health insurance or proof of coverage. I understand that I may also be required to pay a fee to utilize the health services at my host campus. I understand that it is my responsibility to ensure that automobile and personal property insurance covers me during the place and period of my exchange.

Medical Matters — I will comply with any requirements for medical information relating to my participation in the exchange, including obtaining or documenting immunizations required by my home and/or host campuses.

Personal Health and Safety — I understand that NSE and my home and host campuses cannot guarantee my health and safety while on exchange. I am responsible for acting prudently and exercising caution and common sense at all times. In extreme weather or other emergency situations, I understand that it is my responsibility to follow the instructions provided by host university personnel. I agree that NSE as well as my home and host campuses are not responsible for any personal injury, death, and/or loss or damage to property suffered by me during my exchange, including periods of travel with, and independent of, the exchange program.

Rules and Regulations — It is my responsibility to be informed about, and I agree to abide by, all rules, regulations, and policies of NSE and my home and host campuses governing my academic, financial, and social/behavioral status while on exchange. I understand that failure to conform to these rules and regulations may result in the termination of my exchange participation and that further disciplinary action may be taken by my host and home campuses.

Release of Information — I understand that the collection, retention, and dissemination of my records, and information about me is subject to federal regulations under the Family Rights and Privacy Act of 1974. This means that I am responsible for specifying persons or agents who may have access to my records. I, therefore, give permission, by signing this Placement Acceptance Form, to collect and release information to my home and host institutions and to the National Student Exchange as it is appropriate to my application for, and participation in, exchange including: letters of recommendation, transcripts, financial status with the campus, report of conduct, and medical/counseling records for all purposes of exchange participation, continuation, or termination. I further agree that my home and host campuses may disclose to one another, to the National Student Exchange, and to my parents, legal guardian, or spouse any information which may impact my mental health or physical well-being while on exchange. (This information is available to the above stated parties from the time of placement until the receipt of the official transcript by the home campus of the work attempted at the host campus.)

Hold-Harmless — I understand that my participation in the National Student Exchange is voluntary. I understand that the National Student Exchange does not make any warranties of any kind, expressed or implied, regarding NSE program participation, including perceived quality of the experience or services rendered. I further understand that the National Student Exchange assumes no responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by me by reason of my participation in this exchange program.

Student Name ____________________________ Signature ____________________________ date ___________
Appendix E: Sample Liability Waiver

TERMS AND AGREEMENT
FOR PARTICIPATION IN
THE NATIONAL STUDENT EXCHANGE
UNIVERSITY OF UTAH

This agreement and release is made and entered into between the University of Utah (hereafter referred to as UNIVERSITY) and _____________________ (Hereafter referred to as STUDENT) for participation in the National Student Exchange (hereafter referred to as NSE).

I RECITALS

WHEREAS, University desires to provide educational exchange opportunities for its students including studying at one of NSE’s member colleges or universities, as well as linkage to the international programs or other off-campus study opportunities offered by the NSE member institutions; and
WHEREAS, STUDENT desires to participate in NSE and its linkages under the terms and conditions hereinafter set forth;
NOW, THEREFORE, in consideration hereof, the parties agree as follows:

II STUDENT’S OBLIGATIONS

1. Release of Information
The collection, retention and dissemination of your records and information about you is subject to federal regulations under the Family Education Rights and Privacy Act of 1974. This means that you are responsible for specifying the persons or agents who may have access to your records. It is, therefore, necessary to obtain your permission to collect and release information appropriate to your application and participation in the exchange, e.g., letters of recommendation, transcripts, conduct, fiscal, and medical and/or counseling files that have a bearing on your application for exchange as well as your continuing eligibility for exchange while at the host institution. STUDENT further agrees that the UNIVERSITY and host institution may disclose to one another information which impacts the financial, academic, health, and disciplinary well-being of the student. In addition, STUDENT agrees to the release of name, address and telephone number to incoming and outgoing NSE students.

STUDENT agrees that above mentioned information may be released: a) as part of the review and approval of the application for exchange, b) For the purpose of placement on NSE, c) To the host institution and d) By the host institution to the home institution during the period of exchange.

2. Release for Off-Campus Study through NSE
STUDENT understands that the UNIVERSITY and NSE assist students in making arrangements to exchange to the host institution and/or link to international programs and off-campus study opportunities of the host institution only as a service to their students. UNIVERSITY and NSE are acting solely as agents for the students, and therefore, do not make any warranties of any kind, express or implied, regarding NSE program participation, including perceived quality of the experience or services rendered. The UNIVERSITY and NSE assume no responsibility and disclaim any liability for any damages or injuries suffered by STUDENT by reason of negligent or wrongful acts or failures to act of any person or institution with whom the UNIVERSITY and NSE may make arrangement for the promotion, facilitation, and/or operation of the exchange.

3. Voluntary Participation
STUDENT understands that participation in NSE is voluntary and is not required by the UNIVERSITY.

4. Academic Progress
STUDENT understands that course pre-requisites and program requirements at the host institution must be met. STUDENT further understands that course registration at the host institution is based on availability of offerings and cannot be guaranteed.
5. **Tuition/Fees and Room/Meals**
STUDENT shall pay the tuition/fees and room/meals of the UNIVERSITY and the host institution in a timely manner.

6. **Indebtedness**
STUDENT understands that failure to make full payment of all required fees or to resolve other debts. To the UNIVERSITY or host institution (e.g., unrecovered equipment, overdue short-term or emergency loans, lost library books, residence hall or meal plan payments, or any other financial obligations required by the host institution or UNIVERSITY) may result in the cancellation of pre-registration for the following semester, denial of registration until payment is made, and/or disenrollment at the host institution or UNIVERSITY. STUDENT further understands that all financial obligations to the host institution or UNIVERSITY must be fulfilled prior to receiving transcripts from the host institution or a diploma from the UNIVERSITY.

7. **Health Insurance**
STUDENT shall obtain and maintain health insurance which is satisfactory to the host institution and provides, at a minimum, coverage for the time period of exchange.

8. **Medical Matters**
STUDENT shall obtain immunizations required by the UNIVERSITY and/or host institution as well as comply with any other medical matters relating to the STUDENTS participating in NSE.

9. **Medical Treatment**
If, during his/her participation in NSE, STUDENT becomes incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from STUDENT’S family, STUDENT agrees that medical treatment may be performed when, in the opinion of competent medical personnel, the health or welfare of STUDENT will be adversely affected by any delay. In such event, STUDENT authorizes the UNIVERSITY’s or the host institution’s NSE coordinator or designated representative to grant permission for the necessary medical treatment of STUDENT.

10. **Health and Safety**
STUDENT understands that the UNIVERSITY, NSE, and the host institution cannot guarantee his/her health and safety while participating in NSE. STUDENT is responsible for acting prudently and exercising caution and common sense at all times.

11. **Transportation**
STUDENT understands that he/she is participating in a program which requires some form of transportation from the UNIVERSITY and/or own home to the host institution. STUDENT agrees that the UNIVERSITY, NSE, and the host institution are not responsible for any personal injury, death, and/or loss or damage to property suffered by STUDENT during periods of travel associated with, and independent of, the exchange program.

12. **Rules and Regulations**
STUDENT shall abide by all applicable rules, regulations, and policies of the host institution as well as the academic and social standards established for the NSE program of that institution. STUDENT agrees that failure to so conform may result in the termination of exchange participation. Furthermore, STUDENT understands further disciplinary action may be taken by either the host institution or the UNIVERSITY.

13. **Transcripts**
STUDENT assumes the responsibility of requesting that an official transcript of the host institution’s work to be sent to the UNIVERSITY.

14. **Waiver**
STUDENT forever discharges the State of Utah, the Board of Regents, the Board of Trustees, the UNIVERSITY; NSE, the host institution, their respective officers, employees, attorneys, representatives, insurers, agents, and assigns, each and every person, natural or corporate, from any and all demands, causes of action and/or judgments of whatsoever nature or character, past, present or future, known or unknown, whether in contract or in tort, whether for death, dismemberment, disability, physical or mental illness, financial loss, property damage, inconvenience, failure to maintain academic progress, accounts receivable, credits, refunds, or any other monies due or to become due, or other damages of any kind and nature, which have accrued, and whether arising from common law or statute, to me, my heirs, executors, legal representatives, successors or assigns, arising out of, in any way, my participation in NSE.

15. **Hold-Harmless**

STUDENT agrees to indemnity and hold the Board of Regents, the Board of Trustees, the UNIVERSITY, NSE, the host institution, and their officers, agents or employees harmless for any financial liability and obligation which he/she personally incurs, and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by STUDENT during his/her participation in NSE.

### III UNIVERSITY’S OBLIGATIONS

1. UNIVERSITY will facilitate STUDENT’S participation in NSE by processing the documentation necessary for enrollment at UNIVERSITY and NSE, and by acting as a liaison with the host institution.

2. Upon satisfactory completion of NSE, UNIVERSITY will grant STUDENT credit for courses taken at the host institution on the same basis as it would for courses satisfactorily completed at the UNIVERSITY.

### IV MISCELLANEOUS PROVISIONS

1. All lawsuits brought by one party hereto against the other and which are in regard to this Agreement and Release or in any way relating to STUDENT’S participation in NSE shall be filed and litigate in a court of competent jurisdiction in the State of Utah.

2. This Agreement and Release and all claims and causes of action brought by one party hereto and against the other and in any way relating STUDENT’S participating in NSE shall be governed by the laws of the State of Utah.

### V SIGNATURES

STUDENT has read this Agreement and Release, understands its contents, and acknowledges that it is signed freely, voluntarily, and under no compulsion.

STUDENT (please print)

__________________________

STUDENT signature

__________________________

Date

*If the student is under 18 years of age, Parent or Legal Guardian must sign below:*

PARENT/LEGAL GUARDIAN has read this Agreement and Release, understands its contents, and acknowledges that it is signed freely, voluntarily, and under no compulsion.
PARENT/LEGAL GUARDIAN (please print)


PARENT/LEGAL GUARDIAN (signature)  Date

UNIVERSITY
BY:

______________________________  __________________
Mark Pontious  Date
Coordinator
National Student Exchange
A. Ray Olpin Union, Suite 280
Appendix F: Statement of Understanding

UNIVERSITY OF UTAH
NATIONAL STUDENT EXCHANGE
STATEMENT OF UNDERSTANDING

1. I understand that it is my responsibility to complete the Academic Agreement with my home campus NSE advisor in order to ensure transfer of credit hours earned at the University of Utah.

2. I understand that it is my responsibility to give a copy of the receipt of tuition payment to the University of Utah NSE Coordinator as soon as possible, but not later than the first day of classes.

3. I understand that the intent of the National Student Exchange Program is that participants return to their home institution to complete requirements for their college degree. It is not intended that NSE be utilized as a vehicle for inter-institutional transfer.

4. I understand that it is my responsibility to provide appropriate address information to both my home and host institution NSE coordinators and registrars.

Signature: ___________________________________________ Date: ____________
Name: ________________________________________________
Appendix G: Course Selection Contract

Course Selection Contract

This contract must be completed and signed by the NSE student, Transfer Admissions Advisor, and Academic Advisor and/or Departmental Advisor (as appropriate).

Student’s Name: 

Phone: ___________________ uNID: ___________________

E-mail Address: ___________________

Credit Hours completed ___________________ GPA: _____________

Institution at which you plan to study: ___________________

Term/Year you plan to exchange: ___________________

The following advisor(s) have met with the student and acknowledge that the classes listed on the reverse of this form will be accepted by the University of Utah as transfer credit.

1. Courses Acceptable for Transfer  Transfer Admissions, 250 SSB
   This is to verify that the classes on the reverse side of this contract will be accepted by the University of Utah provided the student receives a grade of “C-” or better in the classes.

   Transfer Admissions Advisor’s Signature ___________________ Print Name ___________________ Date _____________

2. Requirements for General Education/Electives  University College, 450 SSB
   This is to verify that the classes coded as (G) or (E) on the reverse side of this contract will satisfy the University of Utah General Education (G) or elective (E) requirements.

   Academic Advisor’s Signature ___________________ Print Name ___________________ Date _____________

3. Requirements for Major/Academic Plan  Major/Departmental Advisor
   This is to verify that classes coded as (M) on the reverse side of this contract will satisfy the University of Utah requirements in the student’s major area of study/academic plan.

   Departmental Advisor’s Signature ___________________ Print Name ___________________ Date _____________

   Department/Major
List the courses you expect to take and the number of credits. Also check the appropriate columns for each course (M = Major/Academic Plan; G = General Education; or E = Electives).

<table>
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<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
<th>M</th>
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List alternate courses below to be taken if above courses are not offered or are filled at registration.

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**Student Statement of Understanding**

I understand that the courses listed above have been approved for transfer credit, provided I earn a grade of “C-” or above, as a part of my exchange program. I understand that should I take additional or substitute classes, they would need to be approved by the appropriate advisor, in writing, before I can receive transfer credit.

____________________________  ________________________
Student Signature                Date