



VFIC LANGUAGE EXCHANGE

UNIVERSITY OF RICHMOND - 2018-19

MEMO OF UNDERSTANDING FOR REMOTE STUDENTS

I understand that I am enrolling in a course that is offered on another campus and delivered in real-time through video-conferencing.

I understand that it is my responsibility to attend classes according to the calendar set by the host campus.

Fall 2018 – for fall registration

- August 27 - Classes begin
- August 31 – Last day to register
- October 12 – Last day to withdraw and Fall break begins after last class
- October 17 – Classes resume
- November 20 – Thanksgiving break begins after last class
- November 26 – Classes resume
- December 7 – Last day of classes
- December 10-18 – Exams

Spring 2019 – for spring registration

- January 14 – Classes begin
- January 18 – Last day to register
- March 1 – Last day to withdraw
- March 8 – Spring break after last class
- March 18 – Classes resume
- April 26 – Last day of classes
- April 29 – May 4 – Exams
- May 12 - Commencement

This means that I may need to arrive at campus before my college starts classes, may have to take a different fall/spring break and may have to remain on campus after my college’s dismissal for winter/summer break. Weather closures may cause classes to be cancelled at the host institution.

I understand that I will need to get to class prior to the start time to assist with connecting my remote classroom to the host classroom.

I will inform my instructor of absences that I anticipate over the duration of the course.

I am aware that students taking courses through the VFIC Language Exchange in order to fulfill language proficiency requirements at their home institution should proceed with caution. The Exchange cannot guarantee that the requisite courses will be offered in order for me to meet proficiency — and, even if offered, future course times might not suit my schedule.

I confirm that I have read, understand and agree to the above requirements in this memo.

Student Name (Print)

Student Signature

Date

(For remote campus leadership to complete)

I have reviewed this memo with the student and am authorizing that the student be able to enroll in the course.

Campus Representative (Print)

Campus Representative Signature

Date

Signed forms should be sent to Martin Sulzer-Reichel at msulzerr@richmond.edu, Doug West at dwest@richmond.edu and Kristen Ball at kball@richmond.edu.