**AGREEMENT/PROCEDURE FOR JAMAICAN PROGRAM**

To ensure that Jamaican students receive a high quality teacher education program, the following procedures and policies will be enforced:

1. The teacher education program is to be open only to students who have successfully completed a teacher's college certificate or diploma. Further, only bona fide courses offered by the college will be considered for transfer purposes. Workshops and in-service courses will not count for degree purposes.

2. Students will furnish the Admissions Office on the main campus in Cullowhee with an official college transcript. This transcript will be on file prior to the end of the student's second semester in the program. If the transcript is not on file, the student's program will automatically be suspended.

3. It is recognized that normally it is not possible to acquire the same number of contact hours when a professor visits Jamaica as is achieved via classes on campus. Therefore, before the arrival of the professor, it is the student's responsibility to the read the syllabus and complete specified assignments. Students should also realize that some assignments may need to be completed and sent to the professor after the two-weeks of classes.

4. To graduate on time from the program, students must complete all courses when offered in Jamaica and on campus. No course overloads will be authorized. To implement this policy, class reservations will be guaranteed by Western Carolina University; however, students must register for designated classes and successfully complete course requirements. If courses are missed, enrolling in appropriate classes on campus can complete the degree program. A plan for this can be negotiated through the program advisor.

5. Thetotal number of hours for a degree in this program will vary fromone student to another, depending on the number of hours transferred to Western Carolina University; however, all students must complete all course requirements as prescribed by the appropriate department.

6. Students should note that this program does not lead to a recommendation for certification in North Carolina, or any other state.

7. The University will provide transportation to Cullowhee for students who arrive in Atlanta. WCU will also transport summer participants to the Atlanta airport for their return to Jamaica.

I have read and understand the above policy statement and herewith affix my signature signifying my agreeing to it.

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Advisor Date Student Date