



**Brown University – Tougaloo College Partnership (BTP)**  
 Student Semester Exchange Program Timeline  
 For Brown Students Going to Tougaloo College

**Application Deadlines:**

February 1 - for the following fall or spring semester.

October 1 – for the following spring or fall semester (one year prior to participation).

There are two application deadlines each year. As these deadlines indicate, you may apply up to a year in advance of the semester for which you are applying. It is your responsibility to identify a deadline that corresponds to the Semester Exchange you wish to attend at Brown. Your complete application must be received by this deadline. When you apply, please indicate the fall or spring Semester Exchange for which you are applying. We **highly recommend** that you contact the BTP-SSE Coordinator at least one month prior to application deadlines to make sure you complete your application on time. This is a competitive program--late applications may not be reviewed.

<b>BTP-SSE DEADLINES</b>					
Check off each item as you complete it					
<i>Initial Contact</i>	<i>Submit Application</i>	<i>Confirm receipt of application</i>	<i>Notification</i>	<i>Finalize participation</i>	<i>Final planning</i>
January 1 <i>For the following fall or spring</i>	February 1	February 15	March 15	May 1	1 month prior to your semester exchange and continuing until arrival.
September 1 <i>For the following spring or fall</i>	October 1	October 15	November 1	November 15	

**BTP Student Semester Exchange Program Coordinators:**

**Brown University**

Applications and general information  
 Dean Maitrayee Bhattacharyya  
 Director, Brown Tougaloo Partnership  
 Office of the Dean of the College  
 Campus Box 1828  
 Providence, RI 02912-1828  
 401-863-3488  
[Maitrayee\\_Bhattacharyya@brown.edu](mailto:Maitrayee_Bhattacharyya@brown.edu)

**Tougaloo College**

Applications and general information  
 Professor Larry Ray  
 Chair, Student and Faculty Exchanges  
 Director, International Programs  
 500 West County Line Road  
 Tougaloo, MS 39174-9799  
 601-977-6144  
[lray@tougaloo.edu](mailto:lray@tougaloo.edu)

**Brown University – Tougaloo College Partnership (BTP)**  
Student Semester Exchange (SSE) Program  
Admission Deadlines and Timelines  
For Brown Students Going to Tougaloo

**Checklist for Brown University Students:**

One month prior to application deadline:

**Initial contact** - Notify Dean Maitrayee Bhattacharyya, the BTP representative at Brown University, of your interest in applying to the semester exchange program. Final applicants must be approved by Brown.

**Important note:** If you wish to enhance your Semester Exchange with research or participation in other activities at Tougaloo before, during, or after the Exchange, please inform Dr. Bhattacharyya so that she can introduce you to Professor Larry Ray the BTP-SSE representative at Tougaloo College. Professor Ray will speak with you about research and other opportunities at Brown that may be of interest to you, related application deadlines, and who to contact for further information.

**Application and Course Selection** - In order for your participation to be approved, your Concentration Advisor must provide Dean Bhattacharyya with a statement of support confirming you have discussed your academic plan and the courses you wish to take at Tougaloo College. Submit this statement, your provisional list of courses, an official Brown transcript, and a completed Tougaloo College Application to Dean Bhattacharyya by the application deadline. You do not need to submit your SAT scores or high school transcripts.

Note: If you have not yet declared a concentration, you must meet with a Concentration Advisor for the concentration you intend to declare. **Do not miss the concentration declaration deadlines!** If you do, there will be a hold on pre-registration for your next term at Brown.

**Financial Information** – You will pay Tougaloo College rates while on exchange, and the College will bill you. You are responsible to pay Tougaloo directly. At Tougaloo, the bill is payable at the Cashier’s Office (601-977-7715). If you receive Financial Aid at Brown, you may or may not receive aid to attend Tougaloo, since Tougaloo costs less to attend than Brown. Contact Ana Bonilla ([Ana\\_Bonilla@brown.edu](mailto:Ana_Bonilla@brown.edu)) in the Brown Financial Aid Office to discuss any questions you may have.

By February 1 submit completed application to both institutional coordinators.

By October 1 submit completed application to both institutional coordinators.

Two weeks after submission of application (February 15 or October 15):

**Confirm Application** - Confirm with Professor Larry Ray the BTP representative at Tougaloo College, that your application has been received and is complete. If Prof. Ray indicates you have been admitted to Tougaloo College and you plan to go, you should contact Dean Bhattacharyya to complete Brown’s leave-taking form immediately to avoid receiving a bill from Brown.

**Confirm Finances** - You should make arrangements to pay Tougaloo directly. If you receive financial aid from Brown to attend Tougaloo, you must authorize the Bursar to release funds from your Brown student account to pay Tougaloo.

**Confirm Courses** - Review Tougaloo's course catalog to confirm the courses you intend to take. You will not be able to officially register for classes until after your arrival on campus.

- Make certain you have selected enough courses to register for a full-load of at least 15 credit hours at Tougaloo College. If you do not complete at least 15 credit hours at Tougaloo College, you will not receive 4 transfer credits from Brown.
- E-mail department faculty for preliminary approval of the courses you will take for transfer credit. Forward approvals with the final list of courses you may take to Dean Bhattacharyya.

Note: Tougaloo College grades will not appear on your Brown transcript with your transfer credits notations. Transfer credit notations at Brown are noted with a "T".

**For those who are accepted into the program, please observe the following deadlines:**

Notification of acceptance from Tougaloo College (March 15 or November 1):

You will receive notification by March 15 if you applied by February 1 or by November 1 if you applied by October 1. If you are accepted, you will receive an acceptance letter. If you applied for Financial Aid, you should then review your Financial Aid Award package with Ms. Ana Bonilla -- after April 1 for the Fall Exchange or after November 1 for the Spring Exchange.

Finalize your travel Itinerary

- By May 1 - if involved in summer research before the Fall Exchange
- By August 1 - for a Fall Exchange
- By December 1 - for a Spring Exchange

**Finalize participation** - Once you have received an acceptance letter from Tougaloo College, you must confirm your participation in the Exchange with Professor Ray and Dean Bhattacharyya. You will then receive an information packet and forms to complete from Tougaloo College. Contact Professor Ray to learn when you need to arrive at Tougaloo. Unless you have already paid Tougaloo, you will need a check or credit card to pay Tougaloo directly during on-campus registration. Information concerning Tuition, Fees, Room and Board can be found on the Tougaloo College website: [www.tougaloo.edu](http://www.tougaloo.edu). You can also contact Mr. Arick Jamison, the Bursar at 601-977-7725 or by email at [ajamison@tougaloo.edu](mailto:ajamison@tougaloo.edu).

**TWO (2) WEEKS PRIOR TO THE SEMESTER EXCHANGE**

- Notify Professor Ray of your arrival itinerary. Make sure you have received notification of a housing assignment and information about registration procedures, fees, and payment.
- Plan for a successful semester by being personally and academically prepared.

**AT THE BEGINNING OF THE SEMESTER AND AFTER**

- Professor Ray will meet with you to give you a general orientation to Tougaloo before you register for classes.

- If you register for courses outside the courses you have had pre-approved for transfer credit, you should e-mail Brown department faculty for approval.
- It is your responsibility to contact Dean Bhattacharyya or Professor Ray if you encounter any problems or need advice during the semester.
- You should e-mail Dean Bhattacharyya to confirm your intent to return to Brown for the next semester by October 1 for the Spring term and April 1 for the Fall term. You should also prepare to pre-register at Brown for the following term and confirm the dates for on-line pre-registration. Review your copy of Brown's leave-taking and returning from leave checklists.

**AT THE END OF THE SEMESTER**

- Prior to your departure, meet with Professor Ray to summarize your semester and complete a short evaluation.
- Contact the Office of Records at Tougaloo College to request two copies of your official transcript be sent to Brown - one to Dean Bhattacharyya and one to you directly.

When you return to Brown, meet with Dean Bhattacharyya to summarize your semester and complete the transfer credit process and a short evaluation form.

**BTP Semester Exchange Program Representatives:**

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**Thank you for your interest!**