



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

**BTP Student Semester Exchange Program Coordinators on each campus:**

**Brown University**

Applications and general information  
 Maitrayee Bhattacharyya  
 Senior Associate Dean for Diversity and Inclusion  
 Office of the Dean of the College  
 Campus Box 1828  
 Providence, RI 02912-1828  
 401-863-6244  
[Maitrayee\\_Bhattacharyya@brown.edu](mailto:Maitrayee_Bhattacharyya@brown.edu)

**Tougaloo College**

Applications and general information  
 Detrice L. Roberts  
 Coordinator  
 Center for Int'l Studies & Global change  
 500 West County Line Road  
 Tougaloo, MS 39174-9799  
 601-977-7916  
[droberts@tougaloo.edu](mailto:droberts@tougaloo.edu)

**Application Deadlines:**

There are two application deadlines each year. You should meet with Brown's BTP-SSE Coordinator Dean Maitrayee Bhattacharyya and your concentration advisor at least one month prior to the application deadline you have chosen, to discuss your academic plans and ensure you complete your application on time. As these deadlines indicate, you may elect to apply a year in advance of the semester you wish to attend Tougaloo College. When you apply, please indicate the fall or spring semester for which you are applying. This is a competitive program—late applications may not be reviewed.

<b>BTP-SSE DEADLINES</b>					
Check off each item once completed.					
<i>Initial Contact with Dean Bhattacharyya</i>	<b><i>Submit Application to Dean Bhattacharyya</i></b>	<i>Confirm Tougaloo's receipt of application</i>	<i>Notification from Tougaloo</i>	<i>Finalize participation with Brown and Tougaloo</i>	<i>Final planning</i>
January 1 <i>For the following fall or spring</i>	February 1	February 15	March 15	April 15	From your commitment to participate in the exchange and continuing until arrival.
September 1 <i>For the following spring or fall</i>	October 1	October 15	November 1	November 15	

**Brown University – Tougaloo College Partnership (BTP)**  
Student Semester Exchange (SSE) Program  
Admission Deadlines and Timelines  
**Overview of Application Process and**  
**Checklist for Brown University Students Applying to Tougaloo**

**Overview:**

**Initial contact:** Notify Dean Maitrayee Bhattacharyya at Brown University of your interest in applying to the semester exchange program a month or more before the application deadline. You can obtain an application for the Semester Exchange from Cynthia Dumin in Dean Bhattacharyya's office. Final applicants must be approved by Brown.

**Research or internship at Tougaloo:** 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 Dean Bhattacharyya so that she can introduce you to Detrice Roberts at Tougaloo College. Ms. Roberts will speak with you about research and other opportunities at Tougaloo 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, you must have a feasible degree completion plan. Therefore, your application must include a statement of support from your Concentration Advisor confirming you have discussed your academic plans and the courses you wish to take during the Semester Exchange. If you have not yet declared a concentration, you must meet with a Concentration Advisor for the concentration you intend to declare and have a plan to declare prior to the concentration declaration deadline to avoid a hold on pre-registration for your next term at Brown.

Submit the statement from your concentration advisor, your provisional list of courses, and a completed Tougaloo College Application to Dean Bhattacharyya by the application deadline. There is no application fee. You also do not need to submit your SAT scores or high school transcripts. You will need to give permission to Brown to send your official Brown transcript to Tougaloo as part of your application.

Once you have selected the courses you wish to take during the Semester Exchange, you must verify that these courses will be offered that semester. Each of your courses also must be evaluated for transfer eligibility per Brown's transfer credit guidelines, which Dean Bhattacharyya will explain. For any course not on the Semester Exchange pre-approved course list, you must obtain the syllabus and seek Brown department approval for transfer credit, preferably prior to taking the course. To count a course toward a concentration requirement, you will need separate approval from your concentration advisor. Retain copies of all your course syllabi and assignments you complete as you may need to submit these for final transfer credit approval upon your return.

**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 (Located in Blackmon/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 [Stacey\\_Pettella@brown.edu](mailto:Stacey_Pettella@brown.edu) in the Brown Financial Aid Office to discuss any questions you may have.

**Brown Pre-Registration during your Semester Exchange:** You will be able to pre-register for your next semester at Brown as you normally would during your semester exchange.

### **SSE Checklist:**

#### **Before you apply:**

- Select an application deadline.
- Meet with Brown's BTP SSE institutional coordinator **Dean Maitrayee Bhattacharyya** to review the application process.
- Review Tougaloo courses offerings and Brown's list of Tougaloo courses pre-approved to transfer.
- Meet with your concentration advisor to discuss concentration requirements and if any courses at Tougaloo may satisfy a concentration requirement.
- Select enough courses to register for a full-time load of at least 15 semester credit hours at Tougaloo College (five 3-credit courses). If you do not earn at least 15 semester credit hours at Tougaloo College, you will not receive 4 transfer credits from Brown.
- If you receive Financial Aid at Brown, inform **Stacey Pettella** in Brown's Office of Financial Aid that you are applying to the BTP Semester Exchange. Follow their instructions.

#### **To apply:**

- Submit your completed application to **Cynthia Dumin** at Brown on or before the deadline.
- Brown will send your application to Tougaloo.

#### **After applying:**

- Confirm with **Detrice Roberts**, Tougaloo's BTP SSE institutional coordinator that your application has been received and is complete.
- Courses** - Remember you will not be able to officially register for classes until after your arrival on campus. Confirm the courses you intend to take will be offered and send the final list of courses you wish to take to Dean Bhattacharyya. Review Brown's transfer credit guidelines and instructions for seeking transfer credit approval with 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".

**If accepted into the program:** You will receive an acceptance letter from Tougaloo College and an information packet and forms to complete from Tougaloo College.

- Inform Ms. Roberts and Dean Bhattacharyya if you plan to do the Exchange.

✘ Contact Ms. Roberts to learn when you need to arrive at Tougaloo, when you will register, and if you will need a check or credit card to pay Tougaloo during on-campus registration.

✘ Contact Dean Bhattacharyya to complete Brown's leave-taking form immediately to avoid receiving a bill from Brown.

✘ If you applied for Financial Aid, you should review your Financial Aid Award package with Stacey Pettella – after April 1 for the Fall Exchange or after November 15 for the Spring Exchange. Remember you will pay Tougaloo directly for the semester.

✘ If you receive financial aid from Brown to attend Tougaloo, you must authorize the Bursar to release funds from your Brown student account to you as a refund to pay Tougaloo when you arrive on campus. 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. James Reed, the Bursar at 601-977-7725 or by email at [jreed@tougaloo.edu](mailto:jreed@tougaloo.edu).

✘ **Finalize your travel Itinerary and send it to Ms. Roberts and Ms. Dumin.**

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

✘ Confirm that Ms. Roberts knows 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**

✘ Ms. Roberts will meet with you to give you a general orientation to Tougaloo before you register for classes.

✘ It is your responsibility to contact Dean Bhattacharyya or Ms. Roberts 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 online pre-registration. Review your copy of Brown's leave-taking and returning from leave checklists.

#### **AT THE END OF THE SEMESTER EXCHANGE**

✘ Prior to your departure from Tougaloo, meet with Ms. Roberts to summarize your semester and complete a short evaluation. Confirm that you have no outstanding balance at Tougaloo.

✘ 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 any remaining aspects of the transfer credit process and a short evaluation form.