Fourth-Year Design Project-Exchange Memorandum

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Instructions
1. Fill in the details for each member of the Design Team.
2. Sign where indicated.
3. Submit this form to the Exchange Coordinator who will forward it to the Undergraduate Advisor and Coordinator.

If any of the members of a Fourth-Year Design Team are going on an exchange during either the 4A or 4B Academic Terms, this memorandum must be completed and submitted at the time the Design Team is formed. Late submissions are acceptable only if all Design-Team members agree.

Design-Team Members
List each of the members of the Design Team and indicate those which will be going on exchange.

Student A On exchange during 4A ☐ 4B

UW Student ID Number	Surname	Given Name(s)
Signature		Date

Student B On exchange during 4A ☐ 4B

UW Student ID Number	Surname	Given Name(s)
Signature		Date

Student C On exchange during ☐ 4A ☐ 4B

UW Student ID Number	Surname	Given Name(s)
Signature		Date

Student D On exchange during ☐ 4A ☐ 4B

UW Student ID Number	Surname	Given Name(s)
Signature		Date

Student E On exchange during ☐ 4A ☐ 4B

UW Student ID Number	Surname	Given Name(s)
Signature		Date

By signing this form, we, the members of the Design Team, acknowledge that the members, as listed above, will be going on exchange during the indicated Academic Terms and we acknowledge and accept that this may result in an increased workload for those members not on exchange.

Attach any comments or conditions. Each design-team member should initialize any comments or conditions.