

## Spring 2019 Study Abroad Agreement

**Deadline: September 25, 2018**

***Students are encouraged to share this document with their parents or concerned parties prior to signing.***

Please **INITIAL** in the spaces provided to acknowledge that you have read and understand **each** term listed in this agreement. If you have questions or need further explanation regarding one of the terms, please contact the Office of Global Citizenship.

- \_\_\_\_\_ 1. **PLANNING.** I, \_\_\_\_\_ (*write name legibly, please*), understand that in order for study abroad to yield a positive result, I must plan far in advance with both my academic and study abroad advisors. Such planning includes, but is not limited to, program selection and filing the proper paperwork with the Office of Global Citizenship (OGC). I understand that I may require a foreign visa to participate in my program. I understand that to apply for a foreign visa and/or to travel abroad I will need to have a current passport and it should be valid six months beyond the end date of my selected program.
- \_\_\_\_\_ 2. **LEARNING OBJECTIVES.** Prior to choosing a program, I understand that I am *required* to first meet with my **major advisor** and determine learning objectives for my time abroad. I understand that I am to use the template provided by the OGC; my **major advisor** and I must both sign acknowledging the meeting and agreement on objectives. The document must be turned in to the OGC (Carnegie 110) by **September 25, 2018**.
- \_\_\_\_\_ 3. **PORTABILITY.** The deadline to apply for portability of financial aid for Easter Semester of 2019 is **Monday, October 1, 2018 at 11:59 pm CST**. The study abroad agreement, online student request form, and Student Learning Objectives form must be submitted by that deadline. **I understand that I must apply for portability of financial aid in order to use *any type of scholarship provided by Sewanee on study away programs*. This includes all non-federal need- or merit-based aid and tuition exchange or tuition remission.**

While the University attempts to meet all requests for portability of financial aid, the process is competitive and merely applying does not guarantee approval of portability of financial aid. Grants of portability of financial aid are awarded based on an evaluation of the applicant's GPA, student essay, study abroad learning objectives, and on how much money is available for study abroad financial aid. The deadlines required for portability of aid apply to the complete range of approved program options including Sewanee-sponsored programs such as European Studies, Sewanee Semester in Paris, and Sewanee Semester in Spain.

- \_\_\_\_\_ 4. **PROGRAM SELECTION & CREDIT TRANSFER.** In order to find an appropriate study abroad program, I must meet with my major advisor to establish learning objectives before arranging a meeting with a study abroad advisor (Dean Scott Wilson or Shawnee Scissom). The co-signed form will serve as the basis for identifying programs to which I may apply.
- For credit transfer to Sewanee, the selected study abroad program must either be on the Office of Global Citizenship's pre-approved program list or be approved by special application to the Standards Committee. Even if a study abroad program is listed as pre-approved, **I must submit an Application for Degree Credit for Off-Campus Study (course pre-approval) form to the OGC by November 19, 2018.**

I understand that transfer credit will be awarded in semester hours only, which will be transferred at face value. Three semester hours earned elsewhere will be transferred as three—not four—semester hours. Quarter hours are converted to semester hour equivalents. Three quarter hours are equivalent to two semester hours.

- \_\_\_\_\_ 5. **LIMITATIONS OF SEWANEE'S CONTROL.** The OGC is not responsible for problems I may encounter in getting a passport or visa. Additionally, programs which are not run by Sewanee have their own admission criteria; Sewanee does not bear responsibility for student admission processes of third-party programs.
- \_\_\_\_\_ 6. **FEES.** In order to participate in a study abroad program through The University of the South, and to receive academic credit for courses on that program, **all Sewanee tuition, room, board, and fees must be paid in full** by the date designated by the Treasurer's Office. The University will arrange payment for the program deposit, tuition, room, and board expenses up to my Sewanee comprehensive fee.

Study abroad program expenses beyond my assigned comprehensive fee will be charged to my student account in addition to my standard tuition, room, and board. In the event that my program does not provide room and/or board, my bill will be adjusted accordingly. I understand that those adjustments in addition to the cost of the program will not exceed my Sewanee comprehensive fee.

I understand any optional accommodation charges (i.e., more luxurious housing) or experiences are my financial responsibility. Failure to pay the University by the designated date will prevent my enrollment at the University and will also result in inability to receive transfer credit for the experience abroad.

\_\_\_\_\_ 7. **GEN-ED REQUIREMENTS.** I understand that all general education requirements should be complete by the end of my junior year. One PE credit must be earned before the end of the freshman year and an additional one by the end of the sophomore year. Up to two general education requirements may be fulfilled through study abroad programs. Requests for fulfillments of gen-eds may be indicated on the course pre-approval form.

\_\_\_\_\_ 8. **GRADE POINT AVERAGE.** I understand that Sewanee Semester in Paris, European Studies, and Semester in Spain are the *only* programs from which my grades may count toward my GPA . Grades from all other programs will be listed on my transcript, but **will not** affect my GPA. I understand no credit will be granted for a course in which I earn a grade of C minus or lower.

\_\_\_\_\_ 9. **DEADLINES.** The deadline to submit the Leave of Absence for Study Abroad (LOA-SA) form along with the Waiver of Liability and Hold Harmless Agreement for Easter Semester of 2019, is no later than 11:59 p.m. on **November 19, 2018**. I understand that I have the option of a regular leave of absence should I choose to study without credit transfer while abroad. A student seeking to transfer credit to Sewanee must complete all portions of the online Leave of Absence for Study Abroad (LOA-SA) form and the Application for Degree Credit for Off-Campus Study and submit them by the deadlines indicated above. In rare instances (e.g., when a student is wait-listed by a program), the student may not be able to complete the forms by the Sewanee deadline and should ask explicitly and in writing for an extension.

**I understand that failure to meet these deadlines without written permission from the OGC may affect my opportunity to study abroad during the Easter 2019 semester.**

\_\_\_\_\_ 10. **RESPONSIBILITY.** As a responsible student, I understand that I should share details of my plans for study abroad with those who fund my education. It is important that they be well informed and know, among other things, that I fully understand this process by signing this form. I will share this form or explicit details of this form with whom it may concern prior to signing.

I agree to acknowledge communications from the OGC staff in a timely manner and act as requested.

\_\_\_\_\_ 11. **AUTHORIZATION.** I recognize that students who study away from Sewanee represent the institution and that I must be approved to take on this role. In order to study abroad, all students must go through a screening process that includes, but is not limited to, review of academic records, social violations, and Honor Code violations. With the assistance of the Dean of Students, the Associate Dean of Global Citizenship will review each student's record and make a judgment determining whether a student may be approved to study abroad. That judgement will be based on factors including, but not limited to, the number of incidents, how recent the incident(s) has/have occurred, and the severity of incidents, especially if the incidents affected others. I understand that this process can take up to two weeks; I should plan in advance.

**While opening an application will initiate the screening process, I understand that I cannot receive authorization for any program without completing and submitting this form. By signing this form, I consent to the release of any information related to my academic or disciplinary history to my chosen program(s).**

***By signing this form, I agree to abide by the rules and deadlines stated in the form.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Banner ID: **B00**