Summer 2020 Study Abroad Agreement

Deadline: March 4, 2020

_Students are encouraged to share this document with their parents prior to signing._

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, ____________________________ (PRINT LEGAL NAME), 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).

____ 2. **VISA/PASSPORT.** 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.

____ 3. **PROGRAM SELECTION & CREDIT TRANSFER.** Options offered by providers extend beyond those on the semester pre-approved list for summer study abroad experiences. All third-party programs for which you will request degree credit must be approved through the OGC.

In order for courses to be approved, I must submit an Application for Degree Credit for Off-Campus Study (course pre-approval) form to the OGC by April 14, 2020.

I understand that transfer credit will be awarded in semester hours only. US credits 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. Credits issued through other systems such as ECTS may be converted.

**SEWANEE-SPONSORED PROGRAM PARTICIPANTS ARE NOT REQUIRED TO COMPLETE A COURSE PRE-APPROVAL FORM.**

____ 4. **LIMITATIONS OF SEWANEE’S CONTROL.** Some things are beyond the control of Sewanee. For example, the OGC cannot be responsible for problems I may encounter in getting a passport or visa. Also, programs which are not run by Sewanee have their own admission criteria. Sewanee does not bear responsibility for student admission and immigration application processes.

____ 5. **FEES.** I understand that I am responsible for paying all summer study abroad/away fees. Costs of Sewanee-sponsored, faculty-led programs must be paid in full to Sewanee prior to the start of the program. I understand that third-party providers will bill me directly for the cost of my program. Sewanee is not responsible for any expenses or forfeiture of funds related to programs operated by third-party providers.

____ 6. **GEN-ED REQUIREMENTS.** Up to two general education requirements may be fulfilled through study abroad programs. Requests for fulfillments of general education requirements may be indicated on the course pre-approval form.

____ 7. **GRADE POINT AVERAGE.** I understand that Sewanee-sponsored programs 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.

8. **DEADLINES.** The deadline to submit the Course Pre-Approval Form, Waiver of Liability and Hold Harmless Agreement, Emergency Contact Information form, and GDPR form (if applicable) for Summer 2020, is no later than 4:30 p.m. on **April 14, 2020**. 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; extensions should be requested explicitly and in writing.

   I understand that failure to meet these deadlines without written permission from the OGC may affect my opportunity to receive credit for study abroad during Summer 2020.

9. **GDPR.** I understand that if I choose to study abroad in a country the is part of the European Union, I will be required to complete a General Data Protection Regulation (GDPR) Notice and Consent form as part of my study abroad participation. **If I fail to complete the form prior to departure, a hold will be placed on my account which may prevent course transfer.**

10. **ADDITIONAL DOCUMENTS.** The Office of Global Citizenship reserves the right to implement additional documents/requirements at any time. I understand that I must read all communications from the OGC (Shawnee Scissom) and act accordingly in order to ensure participation and course credit.

11. **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 other concerned parties prior to signing.

12. **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.

   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.*

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Banner ID: B00

Signature

Date