

**SEWANEE**  
THE UNIVERSITY OF THE SOUTH

**Deadline to submit this form:**  
**December 1 (for spring term)**  
**April 23 (for fall term)**

**Application for Leave of Absence for Study Abroad**  
**(LOA-SA Form)**

1. Name \_\_\_\_\_  
Last First Middle (Preferred)

2. Home Address \_\_\_\_\_  
Street/P.O. Box

City State Zip

3. Date of Birth \_\_\_\_\_ 4. Expected date of graduation \_\_\_\_\_

5. Major \_\_\_\_\_ Minor \_\_\_\_\_ 6. Cumulative GPA as of last semester \_\_\_\_\_

7. Adviser \_\_\_\_\_ Parents \_\_\_\_\_

8. Do you currently receive financial aid? \_\_\_\_\_

9. Do you intend to apply for financial aid from the program? \_\_\_\_\_

10. Period of study abroad (semester/year) \_\_\_\_\_

11. Date of beginning of program \_\_\_\_\_ End of program \_\_\_\_\_

12. Program that you plan to attend. (Please indicate name of program, institution, country and city where you would study).  
\_\_\_\_\_  
\_\_\_\_\_

13. Full address and e-mail address where you may be reached while abroad. If you do not have this information at the time of application, please list the address of the institution abroad, and then provide your personal address as soon as possible. Please note that your Sewanee e-mail address will be used by the Office of the Registrar in communicating about registration for the semester of your return.  
\_\_\_\_\_  
\_\_\_\_\_

14. Please check below (to the left) those areas in which you will have completed all general distribution requirements prior to your leave of absence. (See pages 25-33 of the 2011 – 2012 *College Catalog and Policies*.)

List below the requirement(s) you will not have completed and the semester in which you will complete each requirement.

- Language and Literature including writing intensive
- Mathematics, Computer Science, and Natural Science
- Social Science
- Religion and Philosophy
- Arts and the Performing Arts
- Physical Education

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Do you understand that you cannot complete any general distribution requirements while studying off campus? \_\_\_\_\_

16. Will all items in 14 have been completed before you begin your senior year? \_\_\_\_\_ (If you answer "yes" and your leave is granted, the granting is based on the idea that you have thought through this carefully and that you will not change your mind as soon as you finish your program. Given that, you should not expect to receive a Standards Committee exception about this matter after your return.) If no, is your answer, do you understand that you must have a Standards Committee waiver before this leave can be approved? \_\_\_\_\_ Have you requested the waiver? \_\_\_\_\_ If so, on what date did you request the waiver? \_\_\_\_\_

17. Proposed curriculum. **Please list all courses you intend to take — major, minor, and elective courses — and give COURSE NUMBERS and COURSE TITLES from the PROGRAM DESCRIPTION.** Be sure to use prefixes (e.g., Hist 321). You are encouraged to list more than you plan to take since getting pre-approvals may give you flexibility if you need it when you register for the program abroad. Your writing **MUST** be LEGIBLE and in ENGLISH!!

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18. As you plan your study abroad program, please keep in mind that regardless of how your program lists courses, those course credits are likely to be seen at Sewanee as in one of the subject areas listed by prefix below. Since you cannot count more than 13 courses (52 semester hours) in any one such area, you may need to plan carefully what you take abroad so that your courses there plus those at Sewanee will not exceed that limit. The prefixes for those subject areas are: ACCT, AMST, ANTH, ART, ARTH, ASIA, BIBL, BIOL, CHEM, CHIN, CLST, CSCI, ECON, EDUC, ENGL, ENST, FORS, FREN, GEOL, GRMN, GREK, HIST, HUMN, ITAL, JAPN, LATN, LIBR, LITC, MATH, MUSC, PHIL, PHYS, POLS, PSYC, RELG, RUSN, SPAN, STAT, THEO, THTR, WRIT.

19. A. Which prefix from above symbolizes your major? (Write IGS if you are an International and Global Studies major.)

\_\_\_\_\_ B. What prefix listed represents the one academic area in which you will have earned the greatest number of semester hours when you depart for study abroad? \_\_\_\_\_ What is the number of semester hours you have earned in that area? \_\_\_\_\_

20. Please list all courses that will fall under your major or minor. Have your **major/minor DEPARTMENT CHAIR sign his or her name next to each course that he or she approves for transfer credit in your respective major or minor.**

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21. Do you understand that you must communicate with Dean Jones, [ljones@sewanee.edu](mailto:ljones@sewanee.edu), from abroad about any courses not pre-approved under number 17 or 20 in order to receive credit for them? \_\_\_\_\_

22. Is non-English language proficiency required for your foreign study program? \_\_\_\_\_ If so, please describe your language preparation and level of achievement. (Courses and grades.)

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23. Have you signed the “Waiver of Liability and Hold Harmless Agreement” attached to the Form LOA-SA, which is essential for this to be processed, and had a non-student sign as a witness? \_\_\_\_\_

24. Do you understand that grades from abroad will not affect your Sewanee grade point average unless your program is on a short list on page 37 of the 2011 – 2012 *College Catalog and Policies*, and that you cannot take courses pass/fail while abroad? \_\_\_\_\_ Grades will be listed on your Sewanee transcript.

25. Do you understand that you are under the Sewanee Honor Code at all times during your study abroad program and may be subject to sanctions at Sewanee for lying, cheating, or stealing while on the program? \_\_\_\_\_

**Please note that your foreign study experience should not stand in isolation from the rest of your college experience. Your academic and non-academic integration after your return will be better if you plan intentionally to facilitate that integration — for example, through related coursework, sharing your experiences with others, volunteering to work in the study abroad office or to help with study abroad information sessions, participating in the OCCU, or helping international students at Sewanee.**

Student’s signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty adviser’s signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete and return this form to the Office of the Associate Dean of the College as soon as you have been accepted by your study abroad program.** Please note that the form should be submitted before the deadline of **December 1 for spring term and April 23 for fall term.** This important deadline insures that the application will be processed in a timely manner. Failure to submit the form correctly and on time will result in denial of course pre-approval and denial of Leave of Absence approval.

**This form must be completed and signed by any student of The University of the South who intends to undertake a study abroad program which is not under the auspices of the University of the South.**

Statement of Responsibility and Assumption of Risk Regarding  
Student Participation in Activity in Foreign Country

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**WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

Release executed by \_\_\_\_\_ (full name of Participant)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, whose address is

\_\_\_\_\_  
(address of Participant) and if Participant is of minority legal age, executed also by

\_\_\_\_\_  
(Full name, address, and relationship of Participant's Parent or Guardian), to The University of the South,

\_\_\_\_\_  
Sewanee, Tennessee.

The term, "Undersigned," is used in this Agreement as pertaining to more than one person. If Participant is of majority age, it refers only to Participant. If Participant is not of majority age, "Undersigned" refers to Participant and Participant's Parent or Guardian.

**1.0 Participant's Desire to Participate in the Academic Program**

Participant is a student qualified for, accepted, and now attempting to complete enrollment in a foreign study program in \_\_\_\_\_ (location). The title of the academic program is \_\_\_\_\_, and it is offered by \_\_\_\_\_

\_\_\_\_\_  
(name of foreign study institution) from \_\_\_\_\_, 20 \_\_\_\_\_ through \_\_\_\_\_, 20 \_\_\_\_\_.

It is expressly acknowledged that Participant is not required to participate in this Academic Program.

**2.0 Waiver of Institution Liability for the Risks and Dangers**

The Undersigned understand that there are certain dangers, hazards, and risks inherent in international travel and the activities included in the Academic Program and which also could include serious or even mortal injuries and property damage. The University of the South cannot and does not assume responsibility for any such personal injuries or property damage.

**3.0 Participant Responsible for Medical Needs**

**3.1** The Undersigned herewith assure The University of the South that the Participant has consulted with a medical doctor with regard to Participant's personal medical needs such that the Undersigned can and do further state that there are no health-related reasons or problems which preclude or restrict Participant's participation in this Academic Program.

**3.2** The Undersigned are aware of all applicable personal medical needs, as well as having arranged for adequate hospitalization insurance to meet any and all needs for payment of hospital costs while undertaking this Academic Program. The Undersigned agree that The University of the South cannot be and is not responsible for attending to any of Participant's medical or medication need, that the Undersigned assume all risks and responsibilities therefore, and that if Participant is required to be hospitalized while in a foreign country or in the United States during this Academic Program, The University of the South cannot and does not assume any legal responsibility for payment of such costs.

**4.0 Disclaimer of Institution Responsibility**

**4.1** The Undersigned understand that The University of the South in no way represents, or acts as agent for the Host Institution, the transportation carriers, hotels, and other suppliers of services connected with this Academic Program. The Undersigned further understand and agree that Institution, its governing board, employees, and agents are:

**4.1.1** Not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of the Host Institution, or any company or person engaged in providing or performing any of the services involved in this Academic Program;

4.1.2 Not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes;

4.1.3. Not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred therefrom.

## **5.0 Potential Travel and Accommodation Problems**

5.1 The Undersigned acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services or sickness, weather, strikes, or other unforeseen causes. The Undersigned acknowledge and understand that the University of the South assumes no liability whatsoever for any loss, damage, destruction, theft, or the like to Participant's luggage or personal belongings, and that Participant has retained adequate insurance or has sufficient funds to replace such belongings and will hold the University of the South harmless therefrom.

5.2 The Undersigned acknowledge and understand that in the event Participant becomes detached from the field trip group, fails to meet a departure bus, airplane, or train, or becomes sick or injured, Participant will bear all responsibility to seek out, contact, and reach the field trip group at its next available destination; and that Participant shall bear all cost attendant to contact and reaching the field trip group at its next available destination.

5.3 All services and accommodations are subject to the laws of the country in which they are provided.

## **6.0 Legal Problems**

The Undersigned acknowledge and understand that should Participant have or develop legal problems with any foreign nationals or government of the host country, Participant will attend to the matter personally with Participant's own personal funds. The University of the South is not responsible for providing any assistance under such circumstances.

## **7.0 Acceptable Conduct by Participant**

The Undersigned are aware of the expected behavior of Participant while participating in this field trip. The undersigned are aware that, as a guest in a foreign country, there is certain behavior that is unacceptable and could lead to possible disruption of Participant's participation in the Academic Program. The Undersigned assure The University of the South that Participant shall act in an appropriate manner at all times. Such behavior shall include time when in the company of other Academic Program members and when Participant may be physically separated from Academic Program members.

## **8.0 Governing Law: Forum**

The Undersigned further agree that this Agreement shall be construed in accordance with the laws of the State of Tennessee which shall be the forum for any lawsuits filed under or incident to this Agreement or the Academic Program. The term and provisions of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Agreement., the validity of the remaining portions shall not be affected thereby.

## **9.0 Assumption of the Risks Involved**

9.1 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in a foreign study program, the Undersigned, on behalf of Participant's family, heirs, and personal representative(s), agree to assume all the risks and responsibilities surrounding Participant's participation in the Academic Program, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, and forever discharge, and covenant not to sue The University of the South, its governing board, officers, agents, employees, and any students acting as employees or agents ("Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which Participant may have or which may hereafter accrue to the Undersigned, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by Participant or by any property belonging to Participant, whether caused by the negligence or carelessness of the "Releasees," or otherwise, while in on, upon, or in transit to or from the Host Country where the Academic Program or any adjunct to the Academic Program occurs or is being conducted.

9.2 The Undersigned understand and agree that "Releasees" do not have medical personnel available at the location of the Academic Program, during transportation, at the Host Institution, or anywhere in the Foreign Country. The Undersigned understand and agree that "Releasees" are granted permission to authorize emergency medical treatment, if necessary, and that such action by "Releasees" shall be subject to the terms of this Agreement. The Undersigned understand and agree that "Releasees" assume no responsibility for any injury damage which might arise out of or in connection with such authorized emergency medical treatment.

9.3 It is the Undersigned's express intent that this waiver of liability and hold harmless agreement shall bind the members of the Undersigned's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant not to sue the above-named "Releasees" from any claim by the Undersigned or Participant's family, arising out of Participant's participation in the Academic Program.

9.4 In signing this Release, the Undersigned acknowledge and represent that the Undersigned have become fully informed of the content of this waiver of liability and hold harmless agreement by reading it before signing it, and by signing this document as the Undersigned's own free act and deed confirm that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

9.5 The Undersigned execute this release for full, adequate, and complete consideration fully intending to be bound by the same.

9.6 The Undersigned state that Participant ( **is/is not** ) at least eighteen (18) years of age and fully competent to sign this Agreement. (Circle one.)

THIS IS A RELEASE OF LEGAL RIGHTS  
**READ AND UNDERSTAND BEFORE SIGNING**

STUDENT/PARTICIPANT

WITNESS: (A NON-STUDENT)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Co-signature of parent or guardian **if student is under 18 years of age**)

\_\_\_\_\_  
(Printed Name of parent or guardian)