

LEWIS & CLARK COLLEGE

Overseas & Off-Campus Programs

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2017 - 2018 OVERSEAS CONTRACTS

Please electronically fill in the fields of this form. Then print out, acquire your advisor's signature, and sign the rest of the document. You must submit the original document with all signatures in ink to the Overseas Office (Albany 206).

ACADEMIC ADVISOR APPROVAL

Before beginning your application, you are required to meet with your Academic Advisor to discuss your program application. Additionally, we recommend that you share your application essays and transcript with your Academic Advisor before asking for approval signature. Please let us know if your advisor is not on campus for the semester and is unable to sign in person.

Student Name _____

Program _____

Semester _____

Student Signature _____ Date _____

To be filled out by your Academic Advisor:

By signing this form I acknowledge that I have met with the student applicant and agree that this program is appropriate for the enhancement of the on-campus curriculum here at Lewis & Clark College.

Academic Advisor Name _____ Department _____

Academic Advisor Signature _____ Date _____

THIRD PARTY RELEASE FORM

In applying for this Lewis & Clark Overseas/Off-Campus Program, I consent to the release of my college transcripts, references, and/or other confidential materials to the Director and administrative staff of the Overseas & Off-Campus Programs Office, to faculty involved in the selection process, and to any third party deemed necessary for use only in selection and operation of the program for which I am applying.

Name _____

Program _____

Semester _____

Student Signature _____ Date _____

ACADEMIC INTEGRITY AGREEMENT

2017-2018 Academic Integrity

Program: _____

Between: Lewis & Clark College, its Trustees, Officers, Faculty and Agents

“The College”

And: _____

“Participant”

All students on any Lewis & Clark College Overseas and/or Off-Campus Program are obligated and required to adhere to the Academic Integrity Policy as published in the Lewis & Clark College Catalog’s “Policies and Procedures” which are stated below:

1. Principles of Conduct. The community of scholars at Lewis & Clark College is dedicated to personal and academic excellence. Joining this community obligates each member to observe the principles of mutual respect, academic integrity, civil discourse, and responsible decision making.

2. Academic Integrity. Academic integrity finds its genesis in the fundamental values of honesty, tolerance, respect, rigor, fairness, and the pursuit of truth. Scholarship is at the heart of this academic community, and trust between faculty and students is essential to the achievement of quality scholarship. At times scholarship is collaborative, at times independent. All sources, both written and oral, should be properly cited. Acts of academic dishonesty are contrary to the mission of The College and constitute a serious breach of trust among community members.

3. Academic Integrity in Practice. 3.1 Lewis & Clark College believes that each member of the community is responsible for the integrity of his or her individual academic performance. In addition, because each act of dishonesty harms the entire community, all individuals--students, faculty, and staff members alike--are responsible for encouraging the integrity of others: by their own example, by confronting individuals they observe committing dishonest acts, and/or by discussing such actions with a faculty member or academic dean, who will respect the confidentiality of such discussions. When any individual violates this community's standards, The College is committed as a community to take appropriate steps to maintain standards of academic integrity.

3.2 Acts of academic dishonesty involve the use or attempted use of any method or technique enabling a student to misrepresent the quality or integrity of his or her academic work.

3.3 Academic dishonesty with respect to examinations includes but is not limited to copying from the work of another, allowing another student to copy from one's own work, using crib notes, arranging for another person to substitute in taking an examination, or giving or receiving unauthorized information prior to or during the examination.

3.4 Academic dishonesty with respect to written or other types of assignments includes but is not limited to: failure to acknowledge the ideas or words of another that have consciously been taken from a source, published or unpublished; placing one's name on papers, reports, or other documents that are the work of another individual, whether published or unpublished; flagrant misuse of the assistance provided by another in the process of completing academic work; submission of the same paper or project for separate courses without prior authorization by faculty members; fabrication or alteration of data; or knowingly facilitating the academic dishonesty of another.

3.5 Academic dishonesty with respect to intellectual property includes but is not limited to theft, alteration, or destruction of the academic work of other members of the community, or of the educational resources, materials, or official documents of The College.

Date

Signature of Participant

NOTE: Applicant must sign and return the signed contract; this form CANNOT be accepted as a fax or copy It is highly recommended that the applicant keep copies for their files.

RELEASE & AGREEMENT CONTRACT

2017-2018 Release & Agreement Contract

Program: _____

Between: Lewis & Clark College, its Trustees, Officers, Faculty and Agents **"The College"**

And: _____ **"Participant"**

And: _____ **"Parent or Guardian"** (if participant is under 18)

Participant desires to be accepted into the College's Overseas and Off-Campus Study Program. Participant and/or Parent or Guardian understand that for a variety of social, societal, political, legal, and other reasons, there may be inherent risks in any overseas and off-campus program.

Participant and/or Parent or Guardian understand the risks include, by way of example and not limitation, the following: travel by air, train, bus, car, and other modes of transportation, potential political violence, hazardous weather, absence of reliable and accessible communication, and other unforeseen events.

Participant agrees it is his(er) sole responsibility to be familiar with the physical and/or mental demands associated with the above named program. With these demands in mind, Participant represents that s(he) has no physical or mental limitation or medical condition which, to the best of her(is) knowledge would endanger her(him)self or others if participant partakes in this program.

As a condition to acceptance, the parties agree as follows:

1. **General Release and Indemnification.** Participant agree(s) to: defend, release, indemnify, hold harmless and forever discharge Lewis & Clark College and any cooperating institution and their officers, employees, trustees, insurers and agents from and against any and all claims, demands, actions or causes of actions, whether know or unknown, relating to or arising out of or in conjunction with any damage, death or other consequences to real or personal property, any accident, illness, personal injury, death or other consequences that may result from Participant's participation in the overseas or off-campus activity for which Participant is applying.

2. **Related to Safety and Medical Needs.** Participant and, if applicable, Parent or Guardian, grant The College full authority to take whatever action the College, in its discretion, determines to be warranted to preserve the health and safety of Participant with regard to Participant's participation in activities, whether organized or self-directed, while on the overseas or off-campus program for which Participant is applying.

We understand that actions The College may take include, but are not limited to, prohibiting any activities The College deems to be risky and placing participant in a hospital, or, if no hospital is reasonably available, place Participant in the care of a local physician, at Participant's expense. The College will undertake to make reasonable effort to communicate with Parent or Guardian before Participant is hospitalized, or subjected to injections, anesthesia, or surgery, if the nature of the medical emergency so permits. If The College in its discretion determines that Participant should be returned to the United States for medical treatment, Participant and, if applicable, Parent or Guardian, agree to reimburse The College for any transportation costs incurred, less any savings The College realizes as a consequence of Participant's non use of the return ticket provided for in the announcements of the program.

3. **Termination or Modification of Program.** The College may cancel or alter the Overseas or Off-Campus Study Program at any time if in its discretion it determines the conditions of *force majeure* (such as natural disasters, epidemics, political and economic crises, low enrollment or unavailability of a program leader) would make it unreasonably difficult for The College to perform the obligations of The College stated in its catalogue and brochures. In the event of such cancellation or alteration, The College shall refund all of the money previously collected from Participant or Parent or Guardian which has not been actually spent or committed to be spent. The allocation of the refund among Participants will be determined solely at the discretion of The College.

RELEASE & AGREEMENT CONTRACT

Continued...

2017-2018 Release & Agreement Contract

4. **Withdrawal of Participant.** In the event the group membership of a student is terminated by the Participant before departure, the following schedule of fees will apply: a) \$300 if termination happens three months or more before group departure (the non-refundable deposit), plus airfare if a nonrefundable ticket has been purchased in the student's name (the ticket will be turned over to the student); b) \$3,000 if termination happens less than three months before departure (includes non-refundable deposit) plus airfare if a nonrefundable ticket has been purchased in the student's name (the ticket will be turned over to the student). In the event Participant voluntarily withdraws from the program after departure for the program site, the following fees and charges will apply: a) if the withdrawal is during the first month of the program the participant will be responsible for one-half (50%) of the comprehensive fee; and b) if the withdrawal is after the first month of the program the participant will be responsible for the entire (100%) of the comprehensive fee. The College reserves the right to add any fees incurred by Participant to Participant's student account, and to refuse registration, provision of transcripts and issuance of degrees until all fees are paid in full.

5. **Rules of Conduct.** 5.1 In addition to Participant's usual responsibility to The College to comply with its rules and regulations, Participant must assume added responsibility to the group and to comply with the laws and customs of the country in question. The College reserves the right to terminate participation of a Participant in the program, either before or after going abroad, for any of the following causes: a) failure to prepare conscientiously for the program, including irregular attendance at orientation sessions, inadequate study of assigned materials, and unsuccessful completion of program prerequisites; b) being placed on academic warning or probation; c) failure to perform at a satisfactory academic level during the program; d) possession or use of narcotics or hallucinogenic drugs; e) intemperate or illegal use of alcoholic drinks or public intoxication, or f) participation in black market activities.

5.2 In the event the membership of Participant is terminated by The College for any of the foregoing reasons before going abroad, the first \$300 will be automatically forfeited and The College reserves the right to withhold, from any additional fees paid, an amount, to be determined solely by The College, sufficient to reimburse it for any expenditures it has already made or will be compelled to make on the Participant's behalf. In the event the Participant is terminated by The College after going abroad for any of the aforementioned reasons, The College normally will not refund any part of the fee. Any refund for compassionate reasons will be solely at the discretion of The College.

5.3 The College is not able to assist students who break the law in a foreign country and is not responsible for legal fees or other costs while attempting to secure the release of Participant from foreign custody. Lewis & Clark students are subject to the law of their host country and community. Neither the Overseas & Off-Campus Programs Office nor the US Government has the ability to protect Participant from punishment with respect to drugs or other criminal offenses.

6. **Severability.** If any word(s), phrase(s), or term(s) of this agreement are declared unenforceable by any court of competent jurisdiction for any reason, the remaining word(s), phrase(s), or term(s) shall be valid and enforceable and construed as if the invalid or unenforceable word(s), phrase(s), or term(s) were deleted.

Date

Signature of Participant

Date

Signature of Parent or Guardian (If Participant is currently under 18)

NOTE: This form cannot be accepted as a fax or copy. It is highly recommended that the applicant and Parent or Guardian keep copies for their files.