

# Policy Regarding Off-Campus Travel

## Administrative Policy and Procedures for Off-Campus Activities, Courses and Programs

Approved by AAL, May 2007

Updated July 2009

- Part I: Policies and procedures for All Off-Campus Programs**
  - Part II: Additional policies and procedures for Credit Granting Courses and Programs & Independent Study for Individual Students**
  - Part III: Additional policies and procedures for Non-Credit Programs**
- 

### OFF-CAMPUS ACTIVITY DEFINITION

For the purposes of this policy, “off-campus” refers to those activities, courses and programs which include an overnight stay off-campus.

---

### Part I: Policies and Procedures Governing All Off-Campus Programs (includes both credit and non-credit granting)

- I. All programs will:**
  - a. Establish an appropriate selection and approval process, in compliance with university guidelines and policies, for faculty or staff directors and student participants.
  - b. Require:
    - i. A waiver signed by student. Waivers will be kept on file for two years.
    - ii. A waiver signed by any accompanying persons who are not students or directors of the program.
    - iii. A roster of participants with emergency contact information filed with the sponsoring department administrator.
    - iv. Travel itinerary filed with the sponsoring department administrator.
  - c. Abide by the Off-Campus Travel Accommodation Policy (see Employee Handbook).
  - d. Provide a pre-departure health and safety briefing to participants.
  - e. Outline a crisis management plan.
- II. All participants will:**
  - a. Meet minimum established criteria for participation.
  - b. Abide by St. Thomas Student Code of Conduct.

**III. In addition, for programs which include *international travel*, all programs will:**

- a. Abide by the St. Thomas State Department Travel Warnings/Cancellation Policy.
- b. Provide participants with the International Student or Faculty ID Card.
- c. Require verification that participant health insurance is valid overseas; information will be available to faculty director and held by the sponsoring administrator.
- d. Provide extensive health and safety briefings specific to location and conducted by a staff member of UST Student Health Center (which is a certified travel clinic).
- e. Provide cultural briefings including emphasis on appropriate behavior.
- f. Register all participants at the U.S. State Department website <http://travel.state.gov>

**Part II:**

**A. Credit-Granting Courses and Programs**

1. Off-campus courses and programs for which students will earn credit, whether U.S. based or international, are subject to the review and approval of the Academic Review Committee for International Education (ARCIE). See [www.stthomas.edu/arcie](http://www.stthomas.edu/arcie) for proposal and program review process.
2. Off-campus courses and programs are administered by the International Education Center, in cooperation with the sponsoring department/school. Specific responsibilities of International Education include:

Enrollment

- Create, distribute and collect the *Off-Campus Study Application* (including student signature and FERPA waiver)
- Distribute and collect other enrollment materials, including releases, photos, passport information, etc.
- Ensure program deposits have been made to the Business Office.
- Work with Registrar's Office or graduate program to register students.
- Facilitate participant visa process if required.

Financial Procedures

- Work with program director or department to set program fee, ensuring budgeting meets institutional procedures.
- Work with Financial Aid to document program costs.
- Pay all invoices; track revenue and expenses to balance budget
- Facilitate student billing of program fees with Financial Aid and Business Office.

- Airfare and Logistics

- Facilitate group airfare
- Advise all program providers and outside vendors; serve as point of contact during planning and pre-departure process.
- Health, Safety, Liability and Security
- Issue International Student and Faculty ID cards (see below)
- Register participants with the U.S. State Department (via [www.travel.state.gov](http://www.travel.state.gov))
- Provide emergency contact reports to Public Safety and other identified campus offices.

3. All programs are subject to the established university policies for study abroad/off-campus programs:
  - a. *U.S. Department of State Travel Warnings Policy*
  - b. *Eligibility Requirements Policy*
  - c. Participant Release Forms
  - d. *Disciplinary Rights and Procedures Policy*
  - e. *Responsible Use of Alcohol Policy*
  - f. Required International Student or Faculty ID card  
<http://www.myisic.com> Benefits include: Medical Evacuation , Repatriation, Accident Medical & Sickness, Baggage, & Emergency Hotline. Cost of the ID (\$22 as of 2009) must be built into the program fee. International Education issues the cards for the University of St. Thomas.
  - g. Required pre-departure and on-site orientations
  - h. Health and safety briefings (written and in pre-departure orientation)
  - i. Required health insurance. Students must indicate on release form (see C. above) that they have major medical coverage while abroad.
  - j. *Crisis Management Plan for Off-Campus Programs*
  - k. Accompanying Persons: Release forms and policies for short-term programs
4. Faculty contracts for program directors will be issued by the dean of the school or college.
5. Program directors (faculty and staff) must attend “Introduction to Directing an Off-Campus Program” training before departure.
6. Program directors will receive information on/outlines of:
  - a. *The Crisis Management Plan for Off -Campus Programs*
  - b. The university sexual harassment response procedures
  - c. *Employee Benefits While Traveling Overseas*
  - d. Information on health and safety; UST Travel Clinic

- e. Cultural and travel orientation
- 7. University Travel Accommodations Policy: See *Employee Handbook*
- 8. Off-Campus Study Fee
  - a. The university has established that all students participating in off-campus programs for credit will pay an off-campus study fee. The fees as of 2009-2010:
    - 1. Semester \$450
    - 2. Continuing Semester \$250
    - 3. Short-term and summer \$175

### **B. Independent Study for Individual Students**

Students whose Independent Study proposals include any off-campus travel must also work with International Education to ensure that they have:

- Signed and submitted a Student Waiver form
- Provided itinerary/contact info with the faculty overseeing the research
- AND ADDITIONALLY, IF INTERNATIONAL TRAVEL IS INVOLVED:
- Obtain an International Student ID Card (available from the International Education Center)
- Register with the U.S. State Department ([www.travel.state.gov](http://www.travel.state.gov))
- Meet with a staff member in Student Health Services for a pre-departure Travel Clinic visit

### **PART III: Non- Credit Programs (Non-credit research projects, Band and Choir trips; Vision; international travel for athletic teams)**

1. Off campus programs that are not-for-credit will follow the review and approval procedures of the sponsoring department/college/school.
2. All off-campus programs are subject to the University policy of **U.S. Department of State Travel Warnings**.
3. Participation requirements will be established by the sponsoring department/division; at a minimum all student participants are required to **be in good standing** (academic and disciplinary) with the institution in order to participate.
4. All participants will complete an appropriate **waiver form**. Completed copies will be held by the sponsoring department.
5. Accompanying persons, who are not student participants or program directors, will complete appropriate release forms.

6. All participants and any accompanying persons will verify that they have **health insurance** coverage while traveling. All international programs will require participants to have the International Student or Faculty ID card which covers:
  - a. Evacuation
  - b. Repatriation
  - c. Emergency HotlineCost of the ID (\$22 as of 2009) should be built into the program fee. International Education issues the cards for the University of St. Thomas.
7. All program sponsors will follow “**Best Practices Checklist for Off-Campus Travel.**” [see website: ]
8. All programs that travel internationally will strive to incorporate **intercultural training** and interaction as part of the planned program.
9. All program sponsors will **notify International Education** of the off-campus programs to be offered as early as possible. International Education will serve as advisor and provide:
  - a. Best Practices Checklist for Off-Campus Travel
  - b. The Crisis Management Plan for Off-campus Programs (as a model for individual program development)
  - c. Disciplinary Rights and Procedures
  - d. Responsible Use of Alcohol Abroad Policy
  - e. University Sexual Harassment Policy and Procedures
  - f. Direction on how to deliver pre-departure health and safety info to students
  - g. Cultural and travel orientation materialsIEC staff are available for intercultural training and travel orientation
10. All participants will be subject to the “Disciplinary Rights and Procedures for Study Abroad Programs” as outlined in the Dean of Student’s Student Policy Book: Policies, Guidelines and Services.
11. University Travel Accommodations Policy: See *Employee Handbook.*