

Travel Course Policy and Procedures

Intent: To provide guidelines for faculty interested in planning a travel course.

Policy

1. As early as possible, however no later than 3 months prior to the academic year, the course offering must be approved by the Dean's office. Even if this is a course that has been offered in the past, or is on a regular rotation, each individual occasion the course is offered must be approved by the Dean's office.

Include the following when proposing the course:

- A rationale for the current offering of the course (who needs it or would benefit from it; why off campus? Etc)
 - An itemized budget that includes the details included in the cost per student, cost per chaperone, and any peripheral costs that can be anticipated
 - The course budget must demonstrate that the course fees cover the entire cost of travel (beyond the cost of tuition).
 - A course syllabus that includes a proposed itinerary (dates, locations, housing, contacts) which should be updated prior to departure
2. Advertising for the course can begin only after the Dean's office has approved the offering.
 3. Once a tentative list of interested students has been gathered, the professor must check students' eligibility to travel with the Office of Student Life and also in terms of academic standing with the registrar's office.
 4. Next, students should be registered for the course so that the bursar's office can begin assigning course costs to students' accounts.
 5. Reservations, ticketing, and contracts should not be commenced until the class list is established. Under no circumstances should purchases pertaining to the trip be made prior to the Dean's office granting approval for the course offering.
 6. At least one chaperone must be an ENC faculty member. Chaperone(s) will never leave the students alone over night.
 7. Before departure, students must sign a travel covenant form (submitted to the Dean's office before departure) that clearly states
 - The ENC lifestyle covenant remains in effect while off campus
 - The chaperone(s) have ultimate authority while off campus; if a chaperone judges a student's behavior to be inappropriate, they can choose to send that student home at any time (at the student's expense).

8. The Dean's office must approve significant deviations from the travel itinerary (such as a change in countries or dates of travel) and the professors must communicate these approved changes to the registrar's office.
9. No travel courses will be permitted to go to countries on the State Department's Travel Warning List (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).

History:

1. Adopted by the Faculty on 3-5-2009 and reviewed on 3-08-11.