

Travel with Students Policy

1) Any travel with students (Domestic or international) that is overnight will require the following forms:

a. Intent to Travel with Students Form

- i. This form needs to be sent to the Dean's Office by the faculty member.
- ii. The Dean needs sign this form (**this is new**) and send to the Office of the Provost (attn: Bernadette Calabro). This form should be submitted one month before this is advertised to students and/or deposits are due.
- iii. If approved, the Provost signs the form, which then goes back to the Dean's Office from Bernadette.
- iv. The Dean's Office distributes back to the faculty member.

b. Student Waiver Form

All students participating on the trip must sign the waiver form before the trip.

- i. Student's waivers should be kept in the Dean's Office and retained for 1 year after the trip's conclusion.
- ii. If there is any reported incident from that trip, all the waivers for that trip will need to be sent to General Council's Office with a brief description of the incident.

2) Any travel with students that is a day trip only:

- a. If a faculty member intends to travel with any students on day trips (no overnight involved), then the intent to travel with students form is not needed.
- b. We do require that the faculty member notify the Dean's Office of the date of travel, the location, or with a list of students.
- c. A student waiver form is needed if the day trip involves hazardous activity (i.e. construction site, factories, etc).