

# Dixie State University Policy

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## 604 Academic Travel Study Programs



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### I. Purpose

- 1.1 To establish policies for domestic and international academic travel and study programs.

### II. Scope

- 2.1 These policies apply to all faculty and units offering domestic and international academic study and travel programs for students under the auspices of DSU.

### III. Definitions

- 3.1 **Domestic Travel:** Educational travel that is conducted by individual faculty members or academic programs, which travel within the 50 United States.
- 3.2 **International Travel:** Travel outside of the continental United States, Alaska and Hawaii.
- 3.3 **Travel Study Programs:** Educational tours or trips that are conducted by individual faculty members or academic programs or units fall under this definition.
- 3.4 **Study Abroad Programs:** Educational programs that are conducted by individual faculty members or academic programs, which travel outside the U.S. Including faculty-led, exchange, and approved affiliate options.
- 3.5 **Faculty-Led:** Short-term study abroad programs in which a faculty member takes a group of DSU students to another country with the purpose of enhancing or offering a course that is unique to the location.
- 3.6 **Student Exchange Program:** A program in which students study abroad at one of DSU's partner institutions and pay DSU tuition. Typically, the student will

attend for an entire semester.

- 3.7 ***Student Affiliate Program:*** Approved third party study abroad organizations that offer semester or summer programs around the world.
- 3.8 ***Faculty Exchange:*** A program which allows exchange of faculty between DSU and partner institutions for the purpose of faculty development, research, and course development.
- 3.9 ***Travel Insurance Policy:*** Travel insurance for any international travel. The traveler must purchase insurance through DSU's Purchasing Department from an approved provider.
- 3.10 ***Traveler's Checklist:*** A checklist form that insures all requirements for international travel have been met. (See Addenda for a link to the Travel Forms website.
- 3.11 ***Traveler's Contact and Emergency Information:*** A form that provides contact information for the travelers at each international destination in case of an emergency. (See Addenda for a link to the "Traveler's Contact and Emergency Information" form.)
- 3.12 ***Traveler's Itinerary and Contact Information:*** A form that provides emergency contact information for each of the travelers and an itinerary for the trip. (See addenda for a link to the Travel forms website)
- 3.13 ***Waiver of Liability:*** A form that provides for the waiver of liability for Dixie State University (See Addenda for a link to the Travel Forms website)

#### IV. Policy

- 4.1 University funded or sponsored faculty, staff, and student travel must be approved by the appropriate supervisor(s) or authority. Continued ongoing review by the appropriate supervisor(s), the offices of Purchasing, Risk Management, and Study Abroad must be done as needed throughout the process. To allow sufficient time for the approval process, it is imperative that the travel lead complete the travel authorization and travel checklist including purchasing participants' travel insurance, establishing a trip emergency action plan, have all participants sign a waiver of liability and any other required documentation be submitted for final approval a minimum of 30 days before the proposed departure. Faculty and staff participating in non-sponsored/funded DSU travel are prohibited from using DSU resources or representation in any way.

- 4.2 If Dixie State University's name and/or resources are associated in any way with the promotion or implementation of educational group travel, then the travel study activity is an official activity of the institution and will abide by the following stipulations:
- 4.2.1 All student participants will enroll in either a credit-bearing course, such as a "2990 Seminar," or a non-credit course.
    - 4.2.1.1 In the case of credit-bearing travel study, the course will meet the same academic standards, award similar credit, and be subject to the same institutional control as other courses and programs offered by the University (see policy 603 Curricular Integrity of Special Learning Activities).
    - 4.2.1.2 Consistent with DSU Policy 603, academic credit will not be awarded for travel alone; instead, students will be required to complete an academic project.
  - 4.2.2 As an official University activity, the travel study's liability is generally covered under the University's Risk Management insurance with the following exception:
    - 4.2.2.1 ~~For~~ International travel is not covered under the University's Risk Management insurance and requires the purchase of Risk Management approved international travel insurance through the Purchasing Department.
    - 4.2.2.2 International travel for academic programs lasting longer than 60 days will require the traveler to purchase travel insurance approved by the Study Abroad and Risk Management Offices.
  - 4.2.3 The travel study will not unduly take students and/or faculty away from regularly scheduled course activities. Travel study will be scheduled in such a way that it does not require that students and/or faculty leave their regularly scheduled courses for more than two days.
  - 4.2.4 The costs of operating travel study will come from fees charged to participants. If for any reason the actual costs of the travel study exceed the revenue generated through these fees, the operating budgets of the faculty's academic program or the sponsoring administrative unit will cover the shortfall.

### 4.3 Domestic Travel Study

- 4.3.1 Before advertising or promoting the travel study, the sponsoring faculty, program, or unit must receive the academic dean's approval. In seeking approval, the faculty or academic program will demonstrate the following to the dean:
  - 4.3.1.1 That all participants will be enrolled in either a credit or not-credit course.
  - 4.3.1.2 That credit is not awarded for travel alone.
  - 4.3.1.3 That the travel study does not unduly take students or faculty away from other regularly scheduled coursework or duties.
  - 4.3.1.4 That there is sufficient revenue, either from student study abroad expenses or from the operating budgets of the sponsoring academic program or unit.

#### 4.4 Study Abroad

- 4.4.1 Before advertising or promoting any study abroad program, the sponsoring faculty, program, or unit must meet all requirements as stated in policy and study abroad procedure for the type of study abroad program being offered.
- 4.4.2 International travel to destinations which have a Level 4 Travel Advisory on the US State Department's website will not be approved. International travel to destinations which have a Level 3 Travel Advisory should reconsider travel and will only be approved when the business circumstances warrant an increased risk of travel and require a Risk Management Consult. Level 2 travelers should exercise increased caution, and Level 1 travelers exercise normal precautions. See the Procedures section below for required steps that will guide faculty, staff, and students seeking approval for international travel. See the Procedures section below for required steps that will guide faculty, staff, and students seeking approval for international travel.
- 4.4.3 Participants in study abroad must meet requirements stated in DSU policy and Study Abroad Office procedure to participate in any DSU Study Abroad program including, Faculty-led, Exchange, and/or Affiliate programs.
  - 4.4.3.1 Faculty-led Study Abroad
    - 4.4.3.1.1 Proposals must be submitted and approved by the Study

Abroad Office according to the procedure described in Section VI below.

#### 4.4.3.1.2 Faculty Eligibility and Compensation

4.4.3.1.2.1 DSU faculty and staff who hold credentials making them eligible to teach courses in the specific department offering the credit associated with the trip may be instructors for Study Abroad courses pending submission and approval of a Faculty-Led Study Abroad Proposal through the Study Abroad Office.

4.4.3.1.2.2 Faculty will be compensated in accordance with credit hours produced by the course and in accordance with workload policy 635 as well as travel fees not to exceed the amount listed in the original proposal.

4.4.3.1.3 The time spent and assignments required may not be shared by two courses associated with one trip.

4.4.3.1.4 A Study Abroad course may be dual-listed under two prefixes if the instructor qualifies to teach in two areas (e.g. English & History).

4.4.3.1.5 Study Abroad fees may be attached directly to student accounts and are excluded from the curriculum course fee approval process described in DSU Policy 614. Instead, these fees will undergo a separate approval process also outlined in DSU Policy 614.

4.4.3.1.6 If a study abroad course requires a course fee as outlined in Policy 614, the regular curriculum approval process must be followed.

4.4.3.1.7 Faculty-incurred expenses (transportation, lodging, and food) may be covered by the Study Abroad fee, calculated by dividing the estimated expenses evenly among students.

4.4.3.1.8 Tuition is refundable based on university refund deadlines.

4.4.3.1.9 All other fee refunds will be determined by refund date as defined by individual faculty leaders for each trip and are only refundable to the degree that non-recoverable costs have not been expended.

4.4.3.1.10 Airfare for faculty leaders may be covered by a third-party affiliate; however, any offer of additional airfare or compensation by a third-party affiliate may not be accepted without approval by the Study Abroad and Business Services office and will not be approved for use by faculty leaders' family or friends.

4.4.3.1.11 If airfare is provided by a third-party affiliate, it may not be included in the calculation of the Study Abroad fee.

4.4.3.1.12 When third party affiliates are used to help facilitate a faculty-led program, the contract for the third-party affiliate's services must be reviewed by DSU General Counsel.

4.4.3.1.13 Travel Account Balance

4.4.3.1.13.1 At the completion of the study abroad program, after all expenses and revenues have been reconciled, any remaining excess fees over \$100 per student will be refunded.

4.4.3.1.13.2 Excess fees received by the institution may only be used to support study abroad and may not be used for other purposes.

4.4.3.1.13.3 Excess fees will remain in the trip's specific index code to be used for future trips.

4.4.3.1.13.4 If a trip is not repeated for two academic years, any excess funds will be transfer to the Study Abroad Office account.

4.4.3.2 Student Exchange Programs

4.4.3.2.1 Administration of the exchange program will follow guidelines established in the MOU or exchange program agreement and the Study Abroad procedure for each individual exchange program.

#### 4.4.3.3 Affiliate Program

4.4.3.3.1 Affiliates that have been vetted and approved by DSU will be recognized as a travel program operating under the auspices of DSU.

4.4.3.3.2 Students participating on programs with affiliates that have not been approved by DSU are considered to be undertaking an independent travel experience not associated with DSU. Contact the Study Abroad office for approved affiliate list.

4.4.3.3.3 Students applying for an affiliate program will follow procedures established by the Study Abroad office.

#### 4.5 Reporting Sexual Harassment

4.5.1 If sexual harassment occurs while abroad, follow DSU Policy 154.

#### 4.6 Faculty Exchanges

4.6.1 Faculty exchanges will be governed by the general MOU and specific Letter of Agreement (LOA) signed by the authorities representing the universities or their delegates.

4.6.2 The Global Education Office keeps a repository of MOUs and LOAs signed by the DSU authorities or its representative and will follow the directives contained in them to ensure the agreements are implemented.

### V. References

5.1 DSU Policy 603: Curricular Integrity of Special Learning Activities

5.2 DSU Policy 614: Academic Fees

5.3 DSU Policy 224: International Travel

5.4 DSU Policy 154: Title IX, Harassment and Nondiscrimination

5.5 DSU Policy 635: Faculty Workload

### VI. Procedures

6.1 Study Abroad Procedures

6.1.1 Proposals will include an application, program description, itinerary,

justification, and budget (see the Study Abroad Procedures for current requirements).

6.1.2 In seeking approval, the faculty or academic program will demonstrate adherence to all requirements stated in policy and by the Study Abroad office:

6.1.2.1 All Study Abroad proposals must be reviewed and approved by the following entities: department chair, dean, Study Abroad Advisory Board, Global Education Director, provost, and president.

6.1.2.2 A new proposal must be submitted for approval each year, even if the trip has been approved in the past.

## 6.2 International Travel Procedures

6.2.1 Allow adequate planning time for, preparation, review and approval. The completed and approved Travel Authorization form for the trip is due in Purchasing Services a minimum of 30 days prior to departure.

6.2.2 Secure permission with the Department Chair/ Dean, or Executive Director/Director to determine feasibility of funding for the proposed travel. Prospective travelers are encouraged to evaluate the proposed travel using the principles of prudence and essentiality. Travel should also be in harmony with the University mission.

6.2.3 Prepare the Travel Authorization form and obtain appropriate approval signatures.

6.2.4 Take appropriate steps to complete the International Travel Procedure Checklist.

6.2.5 Create a detailed itinerary for travel and include budget, locations, dates, times, mode of transport, in-country contacts, lodging, safety/security action plan, daily activities, and a list of participants.

6.2.6 Review relevant laws, regulations, customs, and regulatory compliance requirements such export laws and controls.

6.2.7 Consult with United States Department of State and the Center for Disease Control seeking warnings or travel alerts for the country or countries to which you propose to travel.

6.2.8 Create a written emergency action plan and/or consult with Risk



Management. List emergency and other important contacts domestic and abroad. Develop safe emergency meeting places. Things to consider for the plan include what to do for lost or stolen documents, medical problems, financial contingency, security protection, communication barriers, transportation, civil unrest/threats, evacuation, abduction, weather-related emergencies, and legal advice.

6.2.9 All travelers must complete the International Travel Waiver of Liability.

6.2.10 International travel insurance is required for all international travelers. Purchasing Services will facilitate the purchase of this insurance through the approved insurance provider. Contact Purchasing Services for more information.

6.2.11 Leave a copy of all documentation with your direct supervisor.

### 6.3 Payment Procedures

6.3.1 All payments by trip participants must follow procedures set forth by the Study Abroad and Business Service offices.

6.3.2 Individuals making study abroad fee payments must have submitted a completed Study Abroad Application, paid the non-refundable study abroad application fee, and have been accepted for a specific international travel program before payment is accepted for study abroad fees.

6.3.3 All payments must be made to DSU and not to the faculty leader or any third-party affiliate directly.

### 6.4 Pre-departure Procedures

6.4.1 Faculty leaders must complete all required items on the Study Abroad Travel Checklist for Faculty Leaders (contact Study Abroad office for checklist).

6.4.2 The Study Abroad Travel Checklist for Faculty Leaders will facilitate completion of forms/information requirements (travel insurance, emergency plan, and signed waiver of liability) referenced in DSU International Travel Policy 224.

### 6.5 Student Exchange Procedures

6.5.1 A Memorandum of Understanding (MOU) or exchange agreement must be approved by the Global Education Office, reviewed by General

Counsel and signed by both DSU and an international partner institution prior to a student participating in an exchange program promoted by DSU.

## 6.6 Faculty Exchanges Procedures

- 6.6.1 All MOUs or LOAs must be vetted and approved by the Global Education Office.
- 6.6.2 If a MOU or LOA was signed without review and approval by the Global Education office, the agreement must be brought into compliance by going through the Global Education office for vetting and verification of General Counsel review.
- 6.6.3 Faculty who seek to participate in international exchanges must secure the approval of the chair and dean of the academic unit conducting the exchange, and the Global Education Office prior to formalizing any arrangement with the host institution.
- 6.6.4 All faculty who intend to participate in an international exchange must request the recommendation of the Provost and permission from DSU President as stipulated in DSU Policy 224: International Travel.

## VII. Addenda

- 7.1 For forms, tables and related procedures please use the following link to the travel office website: [http://dixie.edu/busoff/travel\\_information.php](http://dixie.edu/busoff/travel_information.php)
- 7.2 This is a link directly to the forms section of the website: <https://employees.dixie.edu/business-services/travel-information/travel-forms/>

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Policy Owner: Provost and Vice President for Academic Affairs

Policy Steward: Associate Provost for Community and Global Engagement

History:

Approved 9/27/02

Revised 4/27/18

Revised 7/31/19