**The College of New Jersey**

**Student Travel Policy [DRAFT]**

**Policy Statement**

As a reflection of its mission and core beliefs, The College of New Jersey organizes and supports off-campus experiences that afford intellectual, cultural, and social enrichment for members of its community.  Students, faculty, and staff who embark on TCNJ-sponsored travel are ambassadors of our institution.  In the spirit of creating and maintaining a safe learning environment, members of the TCNJ community are expected to exercise reasonable care as shaped by the College’s values and defined by local, civil, and criminal codes.

**Purpose**

The College of New Jersey places the highest priority on the physical safety and well-being of members of our community.  Therefore, the purpose of the Student Travel Policy is to establish definitions, guidelines, and procedures that will help to promote safe travel.  In addition, an appendix is provided with information and resources that apply to student travel as outlined in this policy.

The Student Travel Policy applies to all undergraduate and graduate students who (a) are currently enrolled at TCNJ, and (b) travel off-campus to attend and/or participate in an event that is organized or sponsored by a College department or program for the purpose of educational and/or professional development.

The Student Travel Policy applies to domestic as well as international travel, and includes the following types of events: curricular travel that is mandatory for a course or program, including service learning, student teaching, and internships; non-curricular travel, including residential education and service learning organized and/or sponsored by the College and NCAA Division III athletic events; attendance and/or scholarly or creative presentation at a meeting of an academic or professional organization where a student is officially representing the College; study abroad; any other alternative experiences that enhance students’ intellectual, cultural, and social understandings that occur outside of the College’s campus and that are organized and/or sponsored by the College.

This policy does not apply to voluntary or elective travel by individuals, or to faculty and staff travel that is independent of student participation.

The definitions, guidelines, and procedures provided below are intended to reduce the risk of harm to students, faculty, and staff who embark upon travel that serves to enhance the educational mission of the College.  Likewise, whereas various cultures have different moral and legal expectations of their citizens, the College expects its students, faculty, and staff who travel to follow the guidelines provided below in order to maintain thevalues of safety and well-being, and respect for self and others, while also understanding that the responsibility for upholding these values is both an individual and a shared responsibility of those who are traveling together.  The definitions, guidelines, and procedures should serve to ensure safety, to promote responsible citizenship, and to support travel that enhances academic and professional excellence, as well as personal success.

**Definitions**

A **College-organized event** is one that is planned and prepared by a faculty and/or staff

member of the College and is approved by an appropriate administrator.

A **College-sponsored event** is one for which funds are contributed from or dispersed through a College account, as approved by an appropriate administrator.

**Reasonable care**is thedegree of care that an ordinary, prudent, and reasonable person would normally exercise over his or her own property or under the circumstances at issue.

A **student** is anyone who is currently enrolled at the College.

The **appropriate administrator** is a Department Chair, Dean, or Director of an administrative unit, or their respective delegate(s).

A **registered student organization** is one that is recognized by the Student Government Association (SGA) and/or the Greek Senate, including intramural and club sports.

**Off-campus travel** involves leaving the confines of the College’s campus.

**Domestic travel** is that which occurs within the confines of the United States, be it local, in-state, out-of state, or regional, whereas **international travel** occurs outside the confines of the United States.

**Curricular travel**is required for a course of study leading to academic credit and, ultimately, graduation.

**Service learning** is community-engaged learning that provides opportunities for students and

community organizations to collaborate.

**Non-curricular travel**is that which is not a part of an academic course of study, including

residential programs, registered student organizations, clubs, and teams.  (See “Purpose” above for

a clarification about what forms of non-curricular travel are subject to this policy.)

**Study abroad**is when a student pursues educational opportunities in a country outside of the United States for educational credits that are transferable to the College.

**Voluntary/elective travel**is that which is not organized or sponsored by the College.

**Guidelines and Procedures**

The guidelines and procedures below apply to all off-campus student travel organized and/or sponsored by a College department or program for the purpose of educational and/or professional development.  Each area, program, department, or school responsible for the organization or sponsorship of such travel is required to establish and maintain guidelines and procedures that must include:

**I.**                    **Definition of Organzied/Sponsored Travel**

A definition of what organized/sponsored College travel represents within that area must be provided.

**II.**                  **Benefits of Travel**

An explanation of what benefit the travel provides to students as per the College’s mission must be provided.

**III.**               **Eligibility Criteria**

The criteria for each student’s eligibility for travel must be specified, consistent with the type of event or activity.

**IV.**               **Roles and Responsibilities**

Participants are responsible for their own behavior and any resulting consequences.  Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in The College of New Jersey’s Statement of Expectations for Off Campus Behavior and Community Standards, and with all other applicable College policies, guidelines, procedures, rules, and regulations, understanding that such compliance is important to the success of the trip and to the College’s ability to organize and/or support future activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding that the circumstances of an off-campus activity may require a standard of decorum that differs from that which is acceptable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to The College of New Jersey student judicial process. The College shall not be liable for any loss, damage, injury, or other consequence resulting from a participant’s failure to comply with College rules and regulations, the direction of College employees, or applicable law.

**V.**                 **Authorization Process**

A.  A pre-authorization process must be in place with articulated deadlines.

B.  Authorization requests must include a description of the event or activity addressing

how the activity is consistent with the College’s mission; it should also list applicable deadlines and address safety concerns.

C.  Authorization requests must identify the name and contact information of the College representative responsible for the travel, and who will be available to students during the event or activity.  A trip manifest must be submitted that includes emergency contact information for each participant, including participating faculty and staff.

D.  Authorization requests must include a copy of a valid driver’s license for any and all students who will be driving a motor vehicle.

E.  Authorization requests should list clear guidelines that distinguish between documentation requirements for frequent routine travel, e.g., field trips associated with a course versus special events or activities.  If a faculty or staff member anticipates frequent travel throughout the semester, release forms should be completed at the onset of the semester for all students involved and maintained on file.

**APPENDIX**

The purpose of this appendix is to provide additional information and resources that apply to travel organized or sponsored by a College department or program for the purpose of educational and/or professionaldevelopment.

**I.**                    **General Forms\***

Finance and Business Services

Student Travel Request Form

<http://www.tcnj.edu/~budfin/documents/studenttravel_06.pdf>

Reimbursable Travel Expenses

<http://www.tcnj.edu/~budfin/travel/index.html>

Fleet Vehicle Reservation Request

<http://www.tcnj.edu/~tcnjpd/documents/fleetrequest.pdf>

Additional Driver Information

<http://www.tcnj.edu/~tcnjpd/documents/additionaldriver.pdf>

\*CSCC recommends the standardization of all forms related to student travel.  In addition, based on our review of travel policies at other institutions of higher education, we recommend the creation of the following forms for TCNJ:

Request for Authorization for Student Travel

Release and Indemnification Agreement for Adult Students

Release and Indemnification Agreement for Adult Non-Students

Release and Indemnification Agreement for Minors (under 18)

Authorization for Emergency Medical Treatment for Adults

Authorization for Emergency Medical Treatment for Minors (under 18)

**II.**                  **Specific Areas**

A.  Schools and Departments

School of Culture and Society Guidelines for Support of Student Travel

[need link]

School of Science Professional Travel Request Form

[need link]

Department of Nursing Academic Policies and Program Requirements

[need link]

B.      Student Teaching/Global Student Teaching

              Assumption of Risk Form

<http://www.tcnj.edu/~educat/globalteaching/documents/AssumptionofRiskFormPDF08.doc.pdf>

C.      Bonner Center

Waiver, Release, Indemnity and Promise not to Sue

[need link]

Conduct Agreement Form

[need link]

Health Information/Emergency Notification Form/Waiver

[need link]

D.      Study Abroad/International Programs

<http://www.tcnj.edu/~goglobal/undergraduate/index.html>

E.      Athletics

              Transportation Waiver and Release

              [need link]

              Travel Roster

              [need link]

              Van Driving Certification

              [need link]

F.       First Seminar Program (FSP)

              Form for Funding a Field Trip

              [need link]

              Resource Request Form

              [need link]

**III.**               **Travel by Motor Vehicle**

[Summarize local laws, including links; provide links to Athletics, Bonner Center, and Fleet; address College vehicle versus personal vehicle use?]

**IV.**               **United States Department of State Travel Alerts**

[insert link]

**V.**                 **Frequently Asked Questions**

[?]