

Student Life Policies

Address Information Policy

Students not residing in University-owned housing are required to submit a current, correct local address through MyBGSU or to the Office of Registration and Records. Failure to comply with this policy shall not be construed to invalidate any official notice disseminated by the University.

Bicycle Registration Policy

1. Bowling Green City ordinance requires all bicycles to be registered. This is particularly important for recovering stolen bicycles. Bicycles can be registered at the City of Bowling Green Police Department, 175 W. Wooster Street. You may call 419-352-2571 for more information or visit
2. It is unlawful to attach a two-wheeled vehicle, including bicycles, to any tree, lamppost, stair railing, or place such vehicle in any hallway, stairway, or exit way. Bicycles found in violation of this policy will have the locking device cut at the owner's expense and the property will be stored at the BGSU Police Department.
3. All bicycles are to be removed from the University at the end of the academic year, unless a student is enrolled in courses during the summer semester. Failure to do so will result in the lock being cut and the bicycle being removed at the owner's expense.
4. Operation of a bicycle on sidewalks and campus groups is permitted, but due caution must be used. Operators of a bicycle must yield the right of way to all pedestrians. This may require the bicycle operator to stop or exit a sidewalk to allow for safe pedestrian passage. While operating a bicycle on a vehicular street all motor vehicle laws should be followed.

Cancellation of Classes

The university equally values the safety and lives of all students, faculty and staff, while recognizing that we must maintain the effective operation of the university during inclement weather and other disruptions when possible.

An emergency closing of Bowling Green State University (BGSU) will be implemented only under severe and extreme circumstances. Every effort will be made to maintain classes. However, when health or safety conditions and/or a declared state of emergency due to other factors warrants, the university may delay the opening of the university or specific offices and areas, cancel some or all classes and/or activities, or implement an emergency closing of all or part of the university.

The decision to close the Bowling Green/Perrysburg campus is a consultative process that includes the President/President's designee, President's cabinet members/designees, and the Director of Public Safety/designee. The President or designee will have the final authority to make the decision to close or delay the opening of all or part of the university, cancel some or all classes or activities, or any necessary combination of the modification of normal operations. For BGSU Firelands, these decisions will be made by the Dean of BGSU Firelands.

Notwithstanding any announcement of a campus closure, students, faculty, staff, guests, and visitors must assume responsibility for their own health and safety, as well as for their class or work responsibilities. Students who do not attend class because they are concerned about their safety should notify their instructors. Individuals who live outside of Wood County or Erie County may find that their county of residence is under a Level 3 Snow Emergency when Wood or Erie County or is not, making it illegal for them to drive in their own county. Students in this circumstance should notify their instructors.

A decision to close a particular campus, delay opening or cancel classes or activities may be based on weather information and road conditions gathered from the BGSU Police Department, the Ohio State Highway Patrol, the County Sheriff's Office, other local police agencies surrounding the particular campus, official weather reports and forecasts, and consultation with BGSU Campus Operations staff. In most cases, the Bowling Green/Perrysburg campus will not close for winter conditions unless the Wood County Sheriff's Office declares a Level 3 Snow Emergency. (See winter weather conditions as defined by the Sheriff's Office under the definitions section.) Decisions made due to other emergencies may be based on information from local law enforcement, local fire officials, local health officials, and BGSU Campus Operations staff.

A decision to close the BGSU Firelands campus, delay opening or cancel classes or activities may be based on weather information and road conditions gathered from the Erie, Huron, and Ottawa County Sheriff's Offices, the Ohio State Highway Patrol, other local police agencies, county and state highway departments, official weather reports and forecasts, and consultation with BGSU Firelands Budget & Operations staff. In most cases, the BGSU Firelands campus will not close for winter conditions unless the Erie County Sheriff's Office declares a Level 3 Snow Emergency, or road and weather conditions within the campus's service area necessitate closing. (See winter weather conditions as defined by the Sheriff's Office under the definitions section.) Decisions made due to other emergencies may be based on information from local law enforcement, local fire officials, local health officials, and BGSU Firelands Budget & Operations staff.

Once the decision is made to modify operations at a particular campus, all appropriate individuals will be notified through AlertBG texts, email, the BGSU home page, social media, and other means of digital communication. Local media outlets will be notified as well. The Office of Marketing and Communications will notify the university Fact Line (419/372-2445) and local radio and television stations. These include: WBGU-FM (88.1), WFAL-AM (680), WFOB-AM (1430), WOHO-AM (750), WCWA-AM (1230), WLQR-AM (1470), WRON (AM-1400, FM-97.7), WFIN-AM (1330), and WGTE-FM (91.3), WBGU-TV (Channel 27), and the four Toledo television stations (Channels 11, 13, 24 and 36).

BGSU Firelands campus notifications will include AlertBG texts, email, the BGSU Firelands home page, social media, and other means of digital communication. Local media outlets will be notified as well. The Office of Marketing and Communications will notify the

university Fact Line (419/372-2445) and local radio and television stations. These include: WLEC-AM (1450), WCPZ-FM (102.7), WMJK-FM (100.9), WLKR-FM (95.3), WKFM - FM (96.1), WFRO-FM (99.1), WOHF-FM (92.1), and WTTF-AM (1600), Toledo's WTVG-TV (Channel 13), and three Cleveland television stations (Channels 3, 5, and 8).

Efforts will be made to notify media, send texts and emails, and post BGSU web site announcements at least one (1) hour before the decision takes effect when known in advance. Also, students, faculty and staff may call the university's answering service number (419/372-SNOW) to confirm whether the Bowling Green/Perrysburg campus and/or BGSU Firelands campus is closed or open due to severe weather.

Snow Alerts (As defined by the Wood County Sheriff's Office):

- (a) Level 1 Snow Alert- Roadways are hazardous with blowing and drifting snow. Roads may also be icy. Drive very cautiously.
- (b) Level 2 Snow Advisory – Roadways are hazardous with blowing and drifting snow and or icy conditions. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
- (c) Level 3 Snow Emergency – All Municipal, Township, County, State and US Routes in Wood County (or Erie Count for the BGSU Firelands campus) are closed to non-emergency personnel. No one should be out during these conditions. Those traveling on the roadways may subject themselves to arrest. All employees should contact their employer to see if they should report to work as only employees designated by their employer as essential may go to work and only if their route is passable.

Celebratory Riots and Riot-Related Offenses Policy

Ohio State law has been revised making the impact of criminal convictions for riot-related offenses much greater. In addition to possible criminal conviction and/or University conduct action, the law states that if a student is convicted of certain riot-related crimes, the student will become ineligible for financial aid supported by state funds for two calendar years. The two year period begins from the time the student applies for financial assistance if he or she has been convicted of, pled guilty to, or been adjudicated for any of the following violations:

1. A violation of Ohio Revised Code Section 2917.02 (aggravated riot) or Ohio Revised Code Section 2917.03 (riot).
2. A violation of Ohio Revised Code Section 2917.04 (failure to disperse) that is a misdemeanor of the fourth degree and occurs within the proximate area where five or more others are acting in a course of conduct in violation of Ohio Revised Code Section 2917.11 (disorderly conduct).
3. A violation of Ohio Revised Code Section 2917.11 (disorderly conduct).
4. Ohio Revised Code 2917.01 (Inciting to Violence)
5. Ohio Revised Code 2921.31 (Obstructing Official Business)
6. Ohio Revised Code 2921.13 (Falsification)
7. Ohio Revised Code 2921.32 (Obstructing Justice)
8. Ohio Revised Code 2921.33 (Resisting Arrest)
9. Ohio Revised Code 2903.13 (Assault)
10. Students may also be held accountable under the Code of Student Conduct for violating the laws regarding celebratory riots and riot-related offenses.

Class Attendance

1. The faculty believes that classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments and class participation, as indicated by the course instructor. The instructor has no obligation to give make-up examinations or to review other classwork missed by a student as a result of absence, except under those specific conditions cited below. Although an instructor may accept a student's cause for an absence as a basis for making up major tests and examinations, the responsibility for making up work missed during absence rests with the student.
2. Under unique, yet foreseeable circumstances, exceptions to the stated class attendance policy may be made. These exceptions include cases of recognized weather emergency, excused absences for the observance of religious holidays, and military call-up situations.
 - a. If, in the case of severe weather, an official agency such as the State Highway Patrol reports that hazardous driving conditions exist and travel is not advised, then students who must commute to Bowling Green will be excused from classes without penalty. Upon return to each affected class, the student should inform the instructor of the student's inability to travel due to hazardous driving conditions.
 - b. It is the policy of the University to make every reasonable effort allowing students to observe their religious holidays without academic penalty. In such cases, it is the obligation of the student to provide the instructor with reasonable notice of the dates of religious holidays on which he or she will be absent. Absence from classes or examinations for religious reasons does not relieve the student of responsibility for completing required work missed. Following the necessary notification, the student should consult with the instructor to determine the appropriate alternative opportunity will be provided, allowing the student to fully complete his or her academic responsibilities.
 - c. Students who are members of the reserves, National Guard or other branches of the military may be called to serve their units. It is University policy to provide appropriate accommodation to such students. A student who is required to report on or after the first day of final exam week will be allowed to complete all course work early and must contact his or her instructors in a timely fashion so as to make necessary arrangements. A student who is required to report prior to the first day of final exam week must contact his or her college office and choose between the various options presented. Regardless of the option selected, the student in this situation must also contact his or her instructors in a timely fashion so as to make necessary arrangements.

Conduct Authority

The authority to enact and enforce regulations of the University is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any University officials the President may designate. The President has drawn distinction between academic and nonacademic misconduct. The Senior Vice President for Academic Affairs and Provost has the responsibility for academic misconduct. The Office of Student Affairs is the principal agency for the administration of nonacademic student conduct and the Office of the Dean of Students shall implement the nonacademic student conduct procedures.

All references to the President of the University, the Senior Vice President for Academic Affairs and Provost, or the Vice President for Student Affairs and Vice Provost shall also be interpreted to include persons designated to act in behalf of these officials.

Directory Information Policy

The University designates the following items as directory information which may be disclosed without the student's written consent: the student's name, local address and telephone listing; home address and telephone listing and email address; parent's or legal guardian's name, address and telephone listing; student's date and place of birth; major field of study; class standing; participation in officially recognized activities and sports; weight and height of members of athletic teams; student's dates of attendance; enrollment status (full or part-time) and degrees and awards received; most recent previous educational institution attended by the student; and photographs of students.

A student may request nondisclosure of all of the categories of information designated as directory information by filling out the "Request to Withhold Directory Information" form and submitting it to the Office of Registration and Records. Once submitted, this form remains valid until a new form is received revoking the withhold request. The online student directory is updated within 24 hours after the form has been processed. The "Request to Withhold Directory Information" can be found online at <http://www.bgsu.edu/offices/registrar/page5468.html>. Completed applications may be submitted in person, by mail, or by fax to the Office of Registration and Records, 110 Administration Bldg., BGSU, Bowling Green, OH 43403, fax# 419-372-7977. If you have questions relating to directory information, about your rights under the Family Educational Rights and Privacy Act of 1974, or about BGSU procedures relating to FERPA, please contact the Office of Registration and Records, 419-372-8441, registrar@bgsu.edu.

Disruption or Obstruction of University Activities or Functions

The University is a forum for ideas and their exchange. Such exchange can only occur in a scholarly place if order is maintained and standards of decorum and good behavior are recognized by all. Therefore, any campus demonstration conducted for the purpose of expressing opinions of the participants must:

- Be conducted in an orderly manner.
- Not prohibit vehicular or pedestrian traffic.
- Not interfere with classes, scheduled meetings, events, ceremonies or with other educational processes of the University.
- Not be held within University buildings, residential areas or on University grounds of the campus without specific written authorization from the appropriate administrative official responsible for scheduling and assigning space in the desired facility. The policy on space and facilities in this Student Handbook should be consulted for details.

Formulation and Review of Regulations

Any student, faculty or staff member can recommend revisions, additions or deletions to the policies contained in this document. Recommendations should be submitted to the Office of the Division of Student Affairs. The Vice President for Student Affairs in turn will forward them to the Student Affairs Advisory Board. The Student Affairs Advisory Board annually reviews and recommends for approval to the Vice President for Student Affairs all changes to policies and procedures pertaining to student life.

Grievance Procedures

1. General Procedures

The University has designated procedures for specific categories of grievances, as outlined below. Any grievance that does not fit into one of those categories should be directed to the person(s) responsible for the individual or department that is the subject of the grievance. The University organizational structure will identify that responsible person; often it is a Chair or a Dean.

2. Academic Grievances

Students with academic grievances against a faculty member, administrator, or staff member of a department at the University should contact the Dean's office of the college (or Director's office of the school) in which the department is located for appropriate procedures. All graduate students should contact the Graduate College. Academic grievances involving a Dean should be directed to the Office of the Provost.

3. Graduate Student Non-academic Grievances

Graduate students should refer to the Graduate College Grievance Policy in the Graduate Catalog <http://www.bgsu.edu/graduate/catalogs-and-policies.html> (also described in University Policy 3341-3-3) for policies and procedures specific to graduate students.

4. Parking and Traffic Grievances

All students driving cars and parking on campus must register their vehicles and display the proper decal. Appeals are filed online at <http://www.bgsu.edu/parking-services/invalid-reasons-for-citation-appeals.html>. A copy of University Parking and Traffic Regulations is on file at the Office of Parking and Traffic, 001 College Park.

5. Financial Aid

Specific rules, regulations and eligibility requirements for procuring and maintaining financial aid can be found in the Office of Student Financial Aid. A concise summary can be found in the Undergraduate Catalog. All complaints should be made by letter to the Director of Student Financial Aid, 231 Administration Building.

6. Student Employment

The student employee is encouraged to pursue informal grievance procedures to settle the disagreement. The following steps should be followed:

- a. The student employee should make every effort to resolve the problem with the immediate supervisor.
- b. If the student employee is dissatisfied with the response from the supervisor, or if the supervisor fails to take action, then the student should contact the supervisor at the next management level to request review of the situation.
- c. Should the issue remain unresolved, the student employee shall meet with the manager of Student Employment Services (SES). During this meeting, the nature of the concern and student's documentation of the events or issues will be reviewed and discussed.

The manager of SES will contact the parties involved to gather information from the supervisor and any witnesses including the student's co-workers. After considering the information provided and interviews with the student and supervisor, it may be possible to resolve the concern by reviewing and clarifying the stated policies of the department, SES and the Code of Student Conduct.

- d. If resolution is not possible, the SES manager will meet with the student employee and department supervisor of the second management level to mediate the grievance. A written record will be made of the proceedings and copies of the record will be sent to the student employee and the supervisor. The decision stated in that record shall be final.

7. Resident/Nonresident Classification

The Office of Admissions initially determines Ohio Residency Status for tuition surcharge purposes on the limited information contained on the application for admission to Bowling Green State University. Once the classification has been made, anyone who wants to be classified as a resident must apply through the Office of Registration and Records. Application forms may be picked up in the Office of Registration and Records (Administration Building, Room 110).

8. Conduct Action

The University's academic and nonacademic (personal/organizational) conduct codes, procedures and appeals processes are outlined in this Student Handbook.

Information Technology Services (ITS) Network and Computer Policies

1. University Information Technology Policy

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee and student is to abide by the BGSU Information Technology Policy. The policy may be found at <http://www.bgsu.edu/its/about/it-policies>

2. BGSU Student Email Policy (Use of email for official correspondence with students)

Official University email accounts are required for all BGSU students. Official BGSU email addresses are in the form:

BGSUusername@bgsu.edu.

This email address is to be used for all official correspondence. At the time of admission or initial registration, all students will receive a bgsu.edu email account. Students may anticipate that official University correspondence will be sent to this email account and they should access BGSU email on a regular and timely basis.

The BGSU Student Email Policy may be referenced at <http://www.bgsu.edu/its/about/it-policies.html>.

3. Safe Digital Computing

BGSU places emphasis on the importance of practicing safe digital computing. In an effort to better protect BGSU account holders, Duo Two Step Authentication has been added in front of the MyBGSU portal with an option to add the service in front of BGSU email access. Two Step Authentication requires users to present two separate methods of identification (BGSU password and another component) in order to access protected services. To learn more about Two Step Authentication at BGSU, visit www.bgsu.edu/2step.

BGSU requires that users develop strong passwords, and change them often (every 90 days). Strong passwords help to protect sensitive data from falling into the wrong hands. For help creating a strong password, visit www.bgsu.edu/password.

Guidelines for the proper use of copyrighted digital resources are outlined via the University's Digital Copyright Safeguard initiative. This initiative focuses on distributing relevant information via a multi-layered approach that includes: Education/Awareness, Legal Alternatives, Technical Safeguards, and Notice to Students of Claimed Infringement. Further details for each of these initiatives is outlined at: <https://bgsu.teamdynamix.com/TDClient/KB/Default?CategoryID=8304>.

Parental Notification Policy

The Family Educational Rights and Privacy Act (FERPA) gives colleges and universities the option to release specific types of information from a student's conduct record. University staff from the Office of the Dean of Students will notify parents/guardians when their student is found responsible for the use, sale or possession of controlled substances (illegal drugs) within the community.

The Office of the Dean of Students will also notify parents or guardians when a student is found to have violated the Code of Student Conduct policies on the use and possession of alcohol when he/she is under the age of 21 and one or more of the following occurs:

1. When a student has been found to have violated the alcohol policy a second time;
2. When there is significant property damage;
3. When medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior;
4. When the student demonstrates reckless disregard for his or her own personal safety or the safety of others; or
5. There is evidence that the student's alcohol-related behavior negatively impacted the learning environment.

For instances involving the health or safety of students and our campus community, the University sees those occurrences in terms of personal health and public health:

1. Personal Health instances: dependent upon state law and/or federal regulations, the student's choice to notify parents/guardians or other family members will govern whether contact is made (i.e., a student being transported to the hospital for medical treatment).
2. Public Health instances: information will be distributed to the University community (i.e., a communicable disease outbreak on campus).

Student Records

Note: Highlights of the Student Records Policy appear below. A full copy of the Records Policy is available in the Office of Registration & Records, 110 Administration Building, <http://www.bgsu.edu/general-counsel/public-records/public-records-policy.html>

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

- A. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- B. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including unit personnel, and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a conduct or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bowling Green State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5920

Personal Conveyance Policy

- 1) Bicycles, skateboards, and other personal conveyance vehicles shall not be ridden in the following locations:
 - a. Within any university building.
 - b. On any ramp established for the use of persons with disabilities.
 - c. On any stairs, stairways, landings, loading docks, handrails, or other raised surfaces such as ledges and parking curbs.
 - d. On university structures, including but not limited to benches, column bases, walls, artwork, and sculptures.
- 2) Riders shall operate at a safe speed, and yield to pedestrians at all times. Reckless or negligent operation of personal conveyance vehicles is prohibited.
- 3) Personal conveyance vehicles outside of buildings must be parked in a manner which does not obstruct any sidewalk, street, path, or other routes of pedestrian or vehicle traffic.
- 4) Bicycles should be parked in provided bike racks or designated parking areas for bikes, and should not be parked on lawns or sidewalks. Bicycles and other personal conveyance vehicles should not be locked to trees or other landscaping, poles, signs, light fixtures, benches, fences, handrails, trash receptacles, pipes, fire hydrants, building fire connection equipment, or other fixtures.
- 5) The operator of personal conveyance vehicles is liable for any injuries or damage resulting from the misuse or improper storage of vehicles.
- 6) Personal conveyance vehicles found in violation of this policy may be removed by BGSU Police or other university staff at the direction of BGSU Police.

Student Travel Policy

Purpose

The Bowling Green State University (BGSU) Student Travel Policy is designed to ensure that University departments, recognized student organizations, and individual travelers adequately consider and plan for the safety issues associated with an event, activity, and/or class involving travel. This policy establishes guidelines for University sponsored travel involving students.

Scope

This policy applies to enrolled undergraduate and graduate student domestic and international travel to an event, activity, and/or class that occurs beyond 50 miles from the BGSU or Firelands campus or that includes an overnight stay.

This policy applies to all travel organized and/or sponsored by BGSU, whether required for academic credit or not, including trips that are:

- Organized or sponsored by recognized student organizations;
- Organized or sponsored by University departments;
- Required for a course, including course-related field trips; and/or
- Fully or partially funded by, or in the name of, BGSU.

This policy does not apply to trips that are:

- Regulated under NCAA rules and regulations concerning student athletics travel;
- Students completing flight hours as part of the Aviation Studies Program;
- Travel undertaken by students for the purposes of vacation or pleasure;
- Travel undertaken by students to attend athletics and/or other events as spectators; and/or
- Domestic travel related to expectations for students engaged in student-teaching, internships, practicums, co-ops, observations or research, unless the research/observation is organized by a member of the faculty.

Definitions

- The term "student" means all persons who are registered for classes, or otherwise entered into any other contractual relationship with the University to take instruction. This includes, but is not limited to all individuals (e.g., undergraduate and graduate) taking classes in person or through distance learning whether on a part-time or full-time basis.
- The term "recognized student organization" means any student organization whose registration has been approved by the Office of the Dean of Students.
- The term "organized event" means an activity initiated or arranged by a BGSU employee or recognized student organization and that is approved by an appropriate administrator.
- The term "sponsored event" means an activity endorsed by BGSU through financial support or by sending students to participate as official representatives of the University.
- The term "domestic travel" means any trip or travel within any of the 50 states of the United States, the District of Columbia, as well as U.S. Territories and possessions and Puerto Rico.
- The term "international travel" means any trip or travel outside of the 50 states of the United States, the District of Columbia, as well as U.S. Territories and possessions and Puerto Rico.
- The term "overnight stay" means any trip where participants stay in accommodations that are not owned/operated by BGSU.
- The term(s) "registration" and/or "registered" refer(s) to the electronic submission of required information, which will be accessible to appropriate University representatives.

Requirements

Domestic Travel

- Travel must be consistent with the mission of the University, as well as the mission and goals of the sponsoring department or recognized student organization.
- Travel must be registered with the Office of the Dean of Students at least two (2) weeks prior to departure.
- Students must comply with standards set forth in the BGSU Code of Student Conduct and other University policies and procedures, as well as all applicable laws.
- All travel methods must comply with University policies and procedures concerning Vehicle Use and Driver Approval as outlined on the Risk Management website.
- Travelers must complete the Release, Waiver, and Agreement Not to Sue Form, when applicable, as defined on the Risk Management website along with any other University or departmental requirements prior to departure.
- Faculty and staff as well as students acting in their official capacity as University employees shall not share overnight accommodations with student participants while traveling.
- Faculty and staff as well as students acting in their official capacity as University employees are strongly discouraged from consuming alcohol while traveling with student participants.
- Eligible travel reimbursements must follow University guidelines.

International Travel

- Education Abroad credit-bearing international travel must have prior approval from International Programs and Partnerships. Students must adhere to the *Education Abroad Pre-Departure Handbook*.
- Recognized Student Organizations international non-credit travel must have prior approval from Campus Activities.
- University-sponsored individual student international travel must be registered with the International Travel Registry on the International Programs and Partnerships website.

Procedures

Domestic Travel

Registration is completed on the Office of the Dean of Students website. Registration is completed by the student for individual travel and by the faculty, staff, or designated trip coordinator for group travel.

The following information must be submitted in order to register a trip at least two (2) weeks prior to travel:

- Departure time(s) and location(s) for each leg of the trip from the time of departure until the return to campus.
- Transportation plans, including airline, bus, and/or any other mode(s) of travel.
- Lodging information, including the address, phone number, and duration of stay at each facility.
- A list of all trip participants, including names and BGSU ID numbers.
- Name and phone number for the trip organizer/responsible University employee(s).

International Travel

- Credit-bearing Education Abroad student travel must be coordinated through International Programs and Partnerships.
- Recognized Student Organization international non-credit travel must be coordinated through Campus Activities.
- University-sponsored individual student international travel must be registered with the International Travel Registry on the International Programs and Partnerships website.

Incident Reporting

Always seek emergency assistance (e.g., calling 911) first, if applicable. If an incident (e.g., accident/injury/illness or participant misconduct, including sexual assault/harassment/stalking/intimate partner violence), takes place during travel, the incident must be promptly reported to the University. Notify the BGSU University Police Department at (419) 372-2346 any time day or night to be connected with the appropriate University official(s).

International Education Abroad travel must adhere to the guidelines in the *Education Abroad Emergency Handbook*. Some situations may necessitate that the designated trip coordinator remain onsite if a student experiences a critical incident that restricts travel (e.g., a medical emergency). Such determination will be made in consultation with appropriate University officials after the incident has been reported.

Noncompliance

Failure to adhere to this policy may result in the denial of University sponsored travel privileges, denial of travel funding, and/or, where applicable, student discipline or employment discipline.

Travel undertaken in non-compliance with these rules can be deemed to be non-University sponsored travel with the adherent assumption of risk of liability by the organizers of the non-sanctioned travel.