

3341-2-38 Student Travel Policy.

Applicability	All University units
Responsible Unit	Student Affairs
Policy Administrator	Dean of Students

(A) Policy Statement and 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.

(B) Policy

- (1) 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:

- (a) Organized or sponsored by recognized student organizations;
- (b) Organized or sponsored by University departments;
- (c) Required for a course, including course-related field trips; and/or

(d) Fully or partially funded by, or in the name of, BGSU.

(2) This policy does not apply to trips that are:

(a) Regulated under NCAA rules and regulations concerning student athletics travel;

(b) Students completing flight hours as part of the Aviation Studies Program;

(c) Travel undertaken by students for the purposes of vacation or pleasure;

(d) Travel undertaken by students to attend athletics and/or other events as spectators; and/or

(e) 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.

(C) Definitions

(1) 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.

(2) The term “recognized student organization” means any student organization whose registration has been approved by the Office of the Dean of Students.

(3) 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.

(4) 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.

- (5) 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.
 - (6) 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.
 - (7) The term “overnight stay” means any trip where participants stay in accommodations that are not owned/operated by BGSU.
 - (8) The term(s) “registration” and/or “registered” refer(s) to the electronic submission of required information, which will be accessible to appropriate University representatives.
- (D) Requirements
- (1) Domestic Travel
 - (a) 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.
 - (b) Travel must be registered with the Office of the Dean of Students at least two (2) weeks prior to departure.
 - (c) 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.
 - (d) All travel methods must comply with University policies and procedures concerning Vehicle Use and Driver Approval as outlined on the Risk Management website.
 - (e) 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.

- (f) 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.
- (g) 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.
- (h) Eligible travel reimbursements must follow University guidelines.

(2) International Travel

- (a) 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.
- (b) Recognized Student Organizations international non-credit travel must have prior approval from Campus Activities.
- (c) University-sponsored individual student international travel must be registered with the International Travel Registry on the International Programs and Partnerships website.

(E) Procedures

(1) Domestic Travel

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

- (e) Name and phone number for the trip organizer/responsible University employee(s).

(2) International Travel

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

(F) 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.

(G) Noncompliance

Failure to adhere to this policy may result in disciplinary action via the Code of Student Conduct for students or in accordance with University policy, procedure, or collective bargaining agreement applicable to the University employee.

Registered Date: March 12, 2015

Amended Date: October 2, 2018, October 23, 2018