



**RU Policy No. 6.1**

**Responsible Division:** Finance and Administration/CFO

**Originally Issued:** 04/2010

**Last Revised:** 10/2019

**Revised Effective Date:** 10/2019

**University-Sponsored Student Travel Policy**

***Policy Statement***

University-sponsored student travel that is part of the curriculum and/or contributes to Roosevelt University's ("University") educational objectives forms an integral part of the learning experience at the University. Examples of groups that will benefit from this Policy are: student organizations sponsored by the Center for Campus Life and the Center for Student Involvement, the TRIO programs, other non-academic offices, in addition to academic field trips, educational tours, and travel associated with participation in Roosevelt's faculty-led International Study Programs.

To that end, the purpose of this Policy is to address University-sponsored student travel in conjunction with the University's exposure to risk. Opportunities for travel and participation in University-sponsored student travel are plentiful, and Roosevelt encourages participation. However, the University has to consider the educational value, the safety and security of the participants involved, and the potential liability to Roosevelt. The University will not undertake legal or financial responsibility for a participant when they are traveling or participating in University-sponsored student travel, whether for academic credit or not. All University-sponsored student travel shall be organized and conducted pursuant to applicable Roosevelt policies and procedures.

This policy does not cover Study Abroad and Exchange Programs. Those programs are not considered University-sponsored travel. For more information, please see the University's Study Abroad Policy.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the following definitions apply to this Policy:

- **"Employee"** shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

- **“Student”** shall refer to all prospective and current students of the University.
- **“Campus”** shall refer to the University campus (either Chicago or Schaumburg) at which the Student takes the majority of their classes.
- **“Travel”** shall refer to (i) travel that requires going beyond the local geographic area surrounding the Campus; (ii) travel inside of the local geographic area surrounding the Campus where the University is providing transportation to an event; and (iii) travel inside of the local geographic area surrounding the Campus where the Student will stay overnight at that location. “Travel,” as described by this Policy excludes travel done by the Athletic Department.

### ***Policy***

The following is the University’s Policy with respect to student travel. An Employee who violates this Policy will be subject to disciplinary action, up to and including termination. A student who violates this Policy will also be deemed to have violated the Student Code of Conduct and will be subject to disciplinary action, up to and including expulsion.

### ***University and Administrative Obligations***

Prior to conducting University-sponsored student travel the sponsor(s)/organizer(s) of such travel shall obtain the written approval of the Provost & Executive Vice President for Academic Affairs (“Provost”) (or their designee) and shall collect from each student, at a minimum: (i) **Assumption of Risk and Release of Liability Form** (either “Domestic Travel/Events” or “International Travel” version, as appropriate), and (ii) **Health and Medical Authorization Form**. In determining whether to approve University-sponsored student travel, the Provost/designee shall consider the educational value, the safety and security of the participants involved (including, for international travel, all applicable Travel Warnings), and the potential liability to Roosevelt.

Only travel that has been approved as required by this Policy shall be considered “University-sponsored student travel.” Roosevelt will not sanction any student travel that is conducted without prior written approval from Roosevelt or that otherwise violates established Roosevelt policies or procedures.

### ***Student Obligations***

Prior to participating in University-sponsored student travel, each student, and each student’s parent or guardian, if the student is under eighteen (18) years of age, must complete and submit, at a minimum: (i) **Assumption of Risk and Release of Liability Form** (either “Domestic Travel/Events” or “International Travel” version, as appropriate), and (ii) **Health and Medical Authorization Form**.

Except where specifically stated otherwise, the student is responsible for any and all travel,

food, lodging, and other costs associated with University- sponsored student travel. In the event University-sponsored student travel is required as part of a Roosevelt course, the professor shall include relevant details of the travel in the course syllabus.

For the duration of the travel, it shall be understood that the student will act in accordance with all obligations set forth in the Roosevelt University Student Handbook, including the Student Code of Conduct, as well as any set forth by the sponsoring department/program.

### ***International Travel***

Due to changing political climates in countries around the world, sponsor(s)/organizer(s) of international University-sponsored student travel shall consult the international travel advisories published by the United States State Department (<https://www.travel.state.gov/content/travel/en.html>) prior to any travel and shall notify the Provost/ designee.

Roosevelt shall disapprove or suspend as soon as possible any University-sponsored student travel to a country on the State Department's International Travel Warnings list (collectively "Travel Warning"). Roosevelt will not approve, operate, pay for, supervise, direct, grant academic credit for, or otherwise support an international University-sponsored student travel in a country or portion of a country where a State Department's International Travel Warning is in effect. Any student who wishes to travel to and/or continue traveling in an area that is the subject of such a Travel Warning must be aware that Roosevelt will not approve, operate, sponsor, staff, or fund University-sponsored student travel in such areas. Financial aid and academic credit shall not be available in these instances.

For faculty-led international study travel, students are required to purchase a short-term International Accident/Health Plan. Proof of this insurance is required prior to international travel. For additional information, please see the University's Office of International Programs.

### ***Entities Affected by this Policy***

All Divisions of the University.

### ***Related Documents***

The University's *Assumption of Risk and Release of Liability Form* (either "Domestic Travel/Events" or "International Travel" version, as appropriate) and *Health and Medical Authorization Form* (these forms together are known as "RU Policy No. 6.1F").

### ***Revision and Implementation***

The Vice President of Finance & Administration/Chief Financial Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council.

All Vice Presidents shall have the authority to establish any procedures necessary to implement this Policy.