



(POLICY)

<b>Policy:</b>	Faculty Led Travel	<b>Policy No.:</b>	AA4011
<b>Authority:</b>	SUNY Broome Community College Board of Trustees		
<b>Policy Owner:</b>	President	<b>Responsible Party:</b>	<i>VP Academic Affairs</i>
<b>Approved:</b>	May 25, 2023		
<b>Revised:</b>	(DATE)		

**Purpose**

The college has a responsibility to ensure the health and safety of participants, promote high-quality academic experiences, and create affordable and fiscally responsible opportunities.

**Statement of the Policy**

This policy is designed to clarify the College’s expectations of employees involved in the transportation of students participating in the activities described below. The policy seeks to manage the risks associated with such activities, and to ensure that employees and students involved in such activities conduct themselves in a manner that promotes safety and represents the academic principles and mission of the college.

**Related Procedures (by number)**

- AA4011.1 Propose An International Domestic Travel Program Procedure
- AA4011.2 International and Domestic Travel Procedure
- AA4011.3 Day Travel Procedures
- AA4011.4 Travel Registry Procedure
- AA4011.5 Travel Emergency Procedures
- AA4011.6 Collecting Funds for Travel Courses Procedures

**To whom it applies (title or department)**

Faculty led student travel: Any student travel that takes place off campus that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

Non-credit travel: any student travel not part of a course that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

**General Guidelines**

All faculty and staff leading faculty led travel need to complete the student travel registry including credit and non-credit bearing day travel. If the faculty or staff are leading a credit-bearing domestic or international trip it must be approved by the Appropriate Dean and Vice President of Academic Affairs prior to the class schedule due date for the semester in which the class is being offered. Off-campus events domestic or

international must be approved by the Appropriate Dean and Vice President of Academic Affairs prior to being advertised to students. Credit bearing day travel needs to be approved by the appropriate dean.

All trips must include at minimum a Course Section Leader or Travel leader and Secondary program leader.

All students must comply with the SUNY Broome student code of conduct and disciplinary procedures and all college policies and procedures applicable by their terms to the students and/or group while participating in the activity, understanding that such compliance is important to the success of the activity and to the College's willingness to permit future similar activities.

Only SUNY Broome students, employees and authorized representatives are allowed to travel on faculty led trips. The only exception is volunteers who must have written authorization granted by the Academic Dean or Vice President of Academic Affairs prior to the event.

Compliance: Faculty led travel must comply with all policies and procedures (including special travel advisories and restrictions), enacted by our own Emergency Operations Center (EOC), as well as SUNY and all other local, state, federal institutions, and host countries.

All participants are required to have SUNY sponsored insurance when traveling internationally.

All travel trips are subject to cancellation in light of any emergencies at the location or travel advisories from SUNY, State or Federal Guidelines.

### **Definitions**

- **Faculty-led student travel:** Any student travel that takes place off campus that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.
- **Credit-bearing day travel:** any off-campus occurring within the same day connected to a course. This includes off-campus activities that **do not include** vehicular travel, e.g. hiking.
- **Non-credit domestic travel:** any travel not part of a course occurring within the United States; could be day travel or overnight with at least one overnight stay.
- **Credit-bearing domestic faculty-led program:** a course in which the faculty member and the registered students travel off-campus for one or more nights.
- **Credit-bearing international faculty-led program:** a course in which the faculty member and the registered students travel outside of the United States for one or more nights.

- **Student Travel Registry:** A form that is completed and through which college-sponsored student travel information is submitted for risk management purposes, so the appropriate departments, offices, and public safety may access vital information in case of emergencies.
- **Off campus:** Any location other than the SUNY Broome campus, Owego Satellite campus, and the Culinary Event Center.
- **Course Section Leader:** Instructor of record on an approved credit-bearing faculty-led off-campus program.
- **Secondary program leader:** a SUNY Broome second faculty or qualified staff member who travels with the Faculty Led Program.
- **Travel leader:** Leader of approved non-credit off-campus travel.
- **Program/travel participants:** SUNY Broome faculty, staff, and students participating in a program/travel.
- **Service provider:** A third party organization under contract to provide or coordinate services such as housing, transportation, field trips, meals, etc. (if one is utilized)
- **Student:** An individual enrolled at SUNY Broome (including students who are enrolled as part of a non-degree program).
- **Emergency:** Any circumstance that poses an immediate or potential risk to, or has already affected the safety, security, or health of program/travel participants. Emergencies include, though are not confined to, the following types of events and incidents:
  - Disappearance or kidnapping of a participant
  - Criminal assaults against program participants
  - Sexual assault or rape
  - Serious illness, physical or emotional, injury or death
  - Hospitalization for any reason
  - Arrest, incarceration, or deportation
  - Terrorist threat or attack
  - Local political crisis
  - Natural disasters
  - Sudden evacuation of a participant or faculty member in response to a stateside emergency
  - Travel Warning issued by the U.S. State Department specific to a country, region or world-wide

A "perceived emergency" results from events that are not immediately threatening to the health or safety of students or staff, but which may be viewed as such by family and friends at home, or by the media. In many instances, a perceived emergency must be treated as a real emergency.

[\(See the Current Travel Emergency Response Plan\)](#)

- **Non-Emergency:** Non-emergencies are situations that do not require an immediate call to Public Safety but must be reported to the sponsoring office/department upon return. Please use the incident report form. This includes, but is not limited to, the following type of incidents:
  - Violation of Student Code of Conduct
  - Unusual behavior that does not reach a crisis
  - Alcohol or drug violation that does not reach a crisis
  - Illness or accident that does not reach a crisis*\*If participants and travel leaders are questioning whether they should call, they should always err on the side of caution and call.*

## Appendix

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Created</i>	05/05/2023	PK	<i>VP Academic Affairs</i>