

Academic Affairs

AP 4027 TRAVEL STUDY PROGRAMS

Reference:

Education Code Section 66015.7

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration to the college Vice-President for Academic Services.

College credit travel study programs

Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic college credit travel study programs shall offer classroom type instruction with equivalent standards as those offered in other locations and modalities. Study abroad and travel study courses shall be taught using a course syllabus that follows the syllabus policy.

Fee-based travel study programs

Feebased travel conducted through Community Services and offered to the community at large for personal enrichment must obtain Board approval of travel company vendors.

Travel Study Program Approval

- a. **Board Approval** - All travel study programs shall be approved by the Board of Trustees. International fee-based travel requires Board approval consistent with all international travel from the District. Authorization of travel outside the US may be revised in time of war or regional conflict.
- b. **Contract Parameters** - The college shall also be responsible for ensuring that the vendor will provide accidental death and dismemberment coverage of no less than \$10,000 for each trip participant. Additionally, the vendor shall provide accident and sickness insurance (no less than \$10,000 with a deductible of no greater than \$100) for each trip participant. The cost of this coverage shall be included in the cost paid by the students, faculty staff, or others who are participating in the trip. For the purposes of the study abroad programs, evidence must be provided that the vendor possesses general comprehensive liability insurance of no less than \$1,000,000 combined single limit and the vendor shall provide a certificate of insurance naming Chabot-Las Positas Community College District as "additional insured." In addition, the vendor shall make available to participating students trip cancellation and baggage loss insurance.
- c. **Contract Approval** - All travel study program arrangements shall be included in a written contract prepared by the college Office of Academic Services and

approved by the Vice Chancellor of Business Services, who will verify that the contract parameters are met.

No employees, while on District property or at any authorized District or College function, shall publicize, solicit for, or in any manner attempt to seek students or staff as participants in tours or other travel ventures except for those travel study programs which have been officially approved as outlined. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of tours or other travel ventures except for those travel study programs which have been officially approved as outlined.

Program Release Forms

All participating students shall complete a District "Field Trip and Travel Study Program Release" form holding the District harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.

Students Returning Independently

Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

Funding Travel Study Programs

Travel study programs may be funded by several means:

- Credit classes may be funded as part of the college's budget allocation for FTES generation. Such provisions shall be included in the executed contract between the District and contractor.
- Fee-based classes will be funded entirely by student and/or trip participant fees.
- Contractors may provide traveling and living expenses for instructors. Such provisions shall be included in the executed contract between the District and the contractor.

Contracting Agencies

Contracting agencies must meet criteria established by the District in regard to general content of a program, including financial obligations and arrangements, program costs, contingency provisions for emergencies, scholarships for students, types and quality of transportation provided, meals, housing and facility arrangements, and staff assistance and supervision.

Field trips conducted as part of a campus-based or online class are excluded from this policy.

Also see BP 4027 Travel Study Programs; BP/AP 4300 Field Trips and Excursions

Adopted: Date goes here