

**Policy Name:** Student Travel - SCHS  
**Policy Number:** ADM 3.15  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services SCHS SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 1.0  
**Policy Status:** Approved

**I. Policy**

This policy sets forth the requirements, determining factors, and procedures governing student domestic and international travel in connection with authorized Southside College of Health Sciences (SCHS or the “College”) activities.

**II. Purpose**

SCHS is committed to providing students with learning experiences that encourage and enhance ongoing curricular outcomes, professional development, and civic engagement. As such, this policy defines authorized student institutional travel and delineates its associated procedures and guidelines including, but not limited to, travel approval, funding, and safety expectations. The types of activities and events covered by this policy include academically related travel, such as service-learning programs, meetings, conferences, experiential learning opportunities, and overnight activities where a student or students are attending/participating due to their institutional affiliation.

**III. Scope**

This policy applies to all College students who are participating in College-related activities, including participation in a Student Organization and service on office/unit/department/College committees. Further, the policy applies to student-involved travel that is financed, in whole or in part, with institutional funds. The policy will apply to all such travel throughout the calendar year. This policy does not apply to travel undertaken by students to any clinical site or other clinical experiences with non-BSMH entities. Travel undertaken by students in the context of their employment with Bon Secours Mercy Health (BSMH) or by College faculty or staff outside of the context of Travel Experiences is not covered by this policy and will be addressed consistent with policies that govern BSMH travel.

**IV. Definitions**

**Academic Travel:** Travel experiences directly related to or required by the College’s academic curriculum or travel experiences that offer academic credit (i.e., assignment points, grade or grade enhancements, externship hours), excluding clinical immersion experiences.

**Co-curricular Travel:** Travel experiences required or offered by a recognized College organization or department that are not related to the College’s academic

curriculum and do not offer any academic credit (i.e., assignment points, grade or grade enhancements, externship hours) but do offer student personal, civic, or professional growth or development opportunities that will enhance students' academic or professional abilities.

**International Travel:** Travel outside of the United States or United States territories.

**Primary Travel:** Travel modalities that provide a direct commute to a given destination or from a gathering location identified by the Travel Sponsor or Travel Coordinator where a transportation modality will be accessible.

**Sponsored Travel:** Travel where expenses are paid, in whole or in part, by College or student organization funds.

**Student Organization:** A student organization is a group of students that has met the minimum standards established in ADM 3.06 – Student Organizations that acts to support members of the student body in furtherance of the mission and values of SCHS.

**Travel Coordinator:** Any SCHS associate or student traveling with academic or co-curricular travel group(s) designated by the Travel Sponsor as a Travel Experience's liaison between the College's administration and the confirmed Travel Experience participants.

**Travel Experience:** Any coordinated event or activity involving students held or convened at a reasonable and customary commuting distance of 50 miles or more from SCHS campus or designated SCHS clinical experience site, including overnight travel.

**Travel Sponsor:** The SCHS program, department, recognized organization, or entity that coordinates, provides financial support towards, or offers academic credit for student participation in a travel experience.

## V. Policy Details

The College's academic programs, recognized student organizations, and other College offices or departments may require, offer, or coordinate sponsored student travel.

### Academic Travel

Academic travel can serve as an important component of or supplement to classroom and clinical instruction and can enhance the content of a course or academic endeavor by providing visual and hands-on information that cannot be conveyed in the classroom setting. Academic programs or student organizations wishing to engage in academic travel beyond 50 miles from campus must request approval from the Dean of Administration and the Campus Director and Dean of Academic Affairs (CDDAA) no less than three (3) months prior to the anticipated departure. The academic travel request must include, at a minimum, the following:

1. The name(s), phone number(s), and College email address(es) of student(s) and/or associate(s) who will serve as the Travel Coordinator(s);
2. A narrative detailing the direct connection between the Travel Experience and the relevant College course;
3. A complete travel itinerary, including details pertaining to times and locations of planned activities and transportation details;
4. A travel budget outlining all related costs and citing all funding sources.
5. Lodging information if staying overnight; and
6. An anticipated participation list that includes the names of all participating students, associates, or other authorized parties participating in the academic travel experience.

### **Co-curricular Travel**

Co-curricular travel can enhance a student's learning experiences; however, this type of travel is not part of or connected to the College's academic curriculum. Recognized student organizations planning travel must first receive approval from the Director of Student and Alumni Affairs (DSAA). Students or student organizations wishing to engage in sponsored co-curricular travel beyond 50 miles of campus must request approval from the Dean of Administration and the Dean of Student Affairs, or the Deans' respective designees, no less than three (3) months prior to the anticipated departure. The co-curricular travel request must include, at a minimum, the following:

1. The name(s), phone number(s), and College email address(es) of student(s) and/or associate(s) who will serve as the Travel Coordinator(s);
2. A narrative detailing how the experience will enhance student learning, growth, and/or development'
3. A complete travel itinerary including the times and locations of planned activities and transportation details;
4. A travel budget outlining all related costs and citing all funding sources.
5. Lodging information if staying overnight; and
6. An anticipated participation list that includes all participating students, associates, or other authorized parties participating in the academic travel experience.

Students participating in co-curricular trips must:

1. Be actively enrolled in at least one (1) SCHS course.
2. Not have any active, prior, or outstanding conduct sanctions, unless approved by the Dean of Student Affairs, or the Dean's designee.

### **International Travel**

International Travel Experiences may be subject to additional approvals, submissions, or requirements deemed necessary by the Vice President of RHEI, Dean of Administration, or Campus Director and Dean of Academic Affairs, or their designees. Travel Sponsors must consult with appropriate RHEI leaders as indicated above. Travel Sponsors must consult with appropriate RHEI leaders at least three (3)

months prior to any anticipated International Travel experiences in order to request approval. Travel Sponsors must comply with requests from RHEI leaders as well as other travel requirements prior to and during international travel.

### **Modes of Transportation**

All forms of ground, water, and air travel transportation options used for Travel Experiences must be approved by the appropriate administrator. For required travel experiences, primary transportation to and from the travel destination should be offered. Unless otherwise prohibited by the Dean of Administration, CDDAA, and/or DSAA, students and accompanying associates may also arrange and utilize their own transportation to and from the travel destination. Any SCHS students or associates who act as transportation operator(s) providing travel in connection with a Travel Experience will:

- Have a valid US driver's license.
- Obtain institutional proof of insurance, if applicable, and possess a copy of the proof of insurance document at all times while transporting self or others
- Use and require all passengers to use available occupant restraints in accordance with state laws.
- Not transport a number of passengers exceeding the number of occupant restraints.
- Operate the vehicle in accordance with all applicable College policies and traffic laws, ordinances, and regulations, and use safe operation practices at all times.
- Assume all responsibility for any and all fines or traffic violations associated with their use of the vehicle(s).
- Take sufficient breaks and rotate operators to remain alert.
- Not allow the use of alcohol or drugs by anyone in the vehicle.
- Not use handheld electronic devices while operating the vehicle.
- Not transport unauthorized passengers such as hitchhikers, family members, or friends.
- Turn off and lock the vehicle when it is left unattended and secure the keys appropriately.
- Drive the vehicle at speeds appropriate for road conditions.
- Immediately report all accidents involving any vehicle used for Travel Experience to the police and the Travel Coordinator. The Travel Coordinator is responsible for notifying the Dean of Administration.
- Complete a Driver's Agreement (if applicable).

### **Lodging**

For Travel Experiences that require an overnight stay, SCHS-approved lodging must be offered and coordinated by the Travel Coordinator(s) or Sponsor(s). When approved by the Dean of Administration, CDDAA, and/or DSAA, students may also arrange and utilize their own lodging.

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### **Travel Sponsor Responsibilities**

Upon approval of any Travel Experience, the Travel Sponsor(s) must complete or coordinate with the Travel Coordinator to complete the following:

1. Submit a confirmed participants list to the Dean of Administration.
2. Account for all confirmed travel participants on a daily basis throughout the entirety of the travel experience.
3. In case of emergency, criminal activity, property loss, potential dismissal of a travel participant, or other unusual activity during the Travel Experience, notify the Dean of Administration, or the Dean of Administration's designee, as soon as is safe and/or practical, and comply with all subsequent Dean of Administration directives, expectations, or requests for information.

### **Compliance with College Policies and Travel Requirements**

All confirmed travel participants assume risks associated with each Travel Experience. All associates and students participating in approved Travel Experiences are bound by all applicable SCHS policies, including ADM 3.05 Student Conduct Rights and Responsibilities. Additionally, all BSMH associates are subject to all Health System policies while participating in Sponsored Travel. Those who fail to comply with relevant policy(ies) are subject to investigation and potential disciplinary action per the relevant policy(ies).

Each associate and student is expected to act in a responsible and appropriate manner while engaging in Sponsored Travel. Further, associates and students are required to refrain from behavior that may pose a risk or harm to themselves or others.

Any infractions by travel participants should be reported to the Dean of Administration or CDDAA. Notwithstanding the aforementioned reporting obligations, SCHS associates shall have the immediate right, where reasonably necessary in their discretion to preserve an appropriate learning environment and/or to protect the health and safety of the student or of others, to remove any student from the travel environment, setting, or any other College-related activity or function.

### **Social Media and Marketing**

All visual depictions of Sponsored Travel shared on behalf of or in direct connection to SCHS or its parent company must be submitted to Marketing for approval and distribution.

## **VI. Attachments**

None.

## **VII. Related Policies**

ADM 3.05 Student Conduct - Rights and Responsibilities

- ADM 3.06 Student Organizations
- ADM 9.06 Title IX Sexual Harassment
- ADM 9.09 Student Drug and Substance Abuse
- ADM 9.12 Non-Discrimination
- BSMH Travel - Business Expense & Corporate Card Policy

**VIII. Disclaimers**

None.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	02/17/2023	Initial Draft	Director of Compliance and Risk Management & Director of Student and Alumni Affairs (DCRM)
1.0	3/23/2024	Reviewed – No Changes	DCRM