

Boston College  
Academic and Extracurricular Student Travel Policy

Purpose and Scope

In recognition of the many educational benefits of domestic and international travel, the University regularly supports a variety of academic and extracurricular travel programs for groups of students that are organized by academic departments, administrative units, and student organizations. This Policy establishes guidelines for these travel programs to ensure adequate University oversight, consistency, and the ability of the University to respond appropriately in the event of a problem or emergency. The guidelines established by this Policy are considered the minimum requirements. Sponsoring Departments or Responsible Administrators may establish additional requirements to address the unique goals or circumstances of a particular travel program or individual trip.

This Policy applies to all overnight academic and extracurricular student group travel sponsored by the University including, without limitation, all volunteer, service, immersion, academic-based trips, as defined more specifically below. It does not apply to day trips, study abroad programs available through the Office of International Programs, and individual student travel sponsored by offices or departments, travel managed by the Athletic Department.



- a. The approved form of release agreement, Terms and Conditions of Participation *insert link* which must be signed by the student and returned to the Coordinating Administrator prior to departure;
- b. Information on itinerary, transportation and lodging arrangements
- c. Medical information including any recommended immunizations, if applicable, any other recommendations of the Centers for Disease Control and Prevention;
- d. All applicable U.S. Department of State Public Travel Advisories and Consular Information Sheet(s)
- e. Information regarding any visa and/or border entry requirements;
- f. Information on registering with the U.S. Department of State or other appropriate entity for international participants; and
- g. An orientation program that includes, without limitation
  - University conduct standards and any specific expectations based on the nature of the trip and any relevant cultural considerations;
  - cultural, economic and political background of the region or regions being visited;
  - relevant laws and customs of the region(s); and
  - health and personal safety information.

#### State Department Advisories and Warnings

Sponsoring Departments planning to travel outside the United States must determine before the trip is organized and prior to departure, whether a State Department Travel Advisory or Warning exists for the destination country or countries. If an Advisory or Warning exists, the Coordinating Administrator must consult with the Trip Leader and seek the approval and guidance of the Responsible Administrator before proceeding with further planning or departure. A copy of the Advisory Warning and the Consular Information Sheet must be provided to the Responsible Administrator in conjunction with any other information that the Trip Leader or Sponsoring Department determines relevant. The trip may not proceed without the approval of the Responsible Administrator who shall consult with the University Office of Management and the Director of International Programs in determining whether to grant approval under what terms and conditions.

The Sponsoring Department must ensure that any specific precautions recommended in the Warning such as avoiding particular areas or registering with the applicable embassy are followed.

Any serious incident of misconduct may result in the trip participant required to leave the trip and return home at the participant's expense. Without limiting the foregoing, possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the trip, and the offending person may be required to return home at his or her own expense.