

Academic Affairs

BP 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 ~~by to~~ the college Vice-President for Academic Services. ~~Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on-campus classes.~~

~~Travel Study Program Approval~~

- ~~a. **Board Approval** – Each travel study program shall be approved by the Board of Trustees. Authorization of travel outside the US may be revised in time of war or regional conflict.~~
- ~~b. **Contract Approval** – All 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.~~

~~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.~~

~~Fiscal Components~~

~~Funding of 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 fees.~~
- ~~—Contractors may provide traveling and living expenses of 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.~~

Contractor Insurance and Liability

~~Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District with a valid certificate of insurance for each course or program naming the District as additional insured with a single limit of liability of not less than \$1,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the District's Business Services Office. The certificate shall be submitted with the executed contract to the Vice Chancellor of Business Services prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified by the District. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.~~

Also see [AP 4027 Travel Study Programs](#); BP/AP 4300 ~~###ed~~ Field Trips and Excursions

Adopted: February 18, 2014

(This policy replaces current CLPGCD Policy 6217)

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. Travel Study programs and courses through CLPCCD aim to expand upon the educational offerings at our home campuses by providing students with engaging and enriching opportunities to earn credits, broaden their perspectives, and enrich themselves personally and professionally, all while learning about other cultures. Travel Study aligns with our commitment to institutionally support opportunities for students to explore critical global issues inside and outside the classroom.

Any full-time or part-time faculty member may propose a program. A program application including a detailed itinerary, and daily activities, and estimated cost shall be submitted for consideration to the college Vice-President for Academic Services.

Board Approval:

Fee-based travel study programs

- a. Fee-based travel conducted through Community Services and offered to the community at large for personal enrichment must obtain Board approval of travel company vendors. Company vendors may revise or cancel their programs in time of war, regional conflict, public health emergency, or natural disaster.
- b. College credit travel study must also obtain Board approval of travel company vendors, if applicable, as well as Board approval of faculty and student travel, consistent with all international travel from the District. The District may revise or cancel college credit travel study programs in time of war, regional conflict, public health emergency, or natural disaster.
- c. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of tours or other travel ventures that have not been officially Board approved as outlined. However, if these tours or travel ventures are led by faculty, the faculty leader can recruit for the tour or travel venture on campus and through email. In addition, faculty and staff may promote travel study programs provided by outside company vendors just as they would promote other types of scholarships, internships, and other learning opportunities.

Required Insurance Coverage: Travel Study Program Approval

~~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

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Commented [CE1]: I was referring to fee-based travel like the trip I am doing—from time to time, FT and PT offer trips, and they have been advertised through Community Ed. If this is only referring to Collette, we might write something more to clarify that this does "not" mean trips offered by EF, Explorica, and other groups that are not for credit.

Commented [CE2R1]: Perhaps a note that fee-based travel that is not for credit and is run independently by faculty members, without Board approval, is not considered a travel study program for the purposes of this AP?

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~~District. Authorization of travel outside the US may be revised in time of war or regional conflict.~~

~~b.a. Contract Parameters - The college shall also be responsible for ensuring that the company 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. In addition, the vendor shall provide trip cancellation and baggage loss insurance for participating students. For the purposes of the study abroad programs, evidence must be provided that the company 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." If the trip is being organized by the faculty member, all travelers must obtain individual insurance that meets all the minimum coverage listed above.~~

~~\$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.~~

~~b.b. Contract Approval - All travel study program arrangements shall be included in a written contract prepared by the college Office of Academic Services and~~

Commented [MOU3]: Note: LPC faculty are still researching whether these recommendations are consistent with what travel company vendors offer.

Commented [MOU4]: Is this necessary? When faculty at other colleges lead trips, is this done?

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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. Company Vendors may provide traveling and living expenses, as well as teaching supplies and facilities, for instructors. Such provisions shall be included in the executed contract between the District and the company vendor. Traveling, living, and course material expenses will be included in the trip cost and paid by the student.~~
- A student's enrollment in a program of study abroad approved for credit by CLPCCD may be considered enrollment for the purpose of applying for assistance under Title IV. Title IV financial aid is federally funded aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Subsidized and Unsubsidized Direct Loans.
- 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 Company Vendors

Contracting agencies Company Vendors 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.

Commented [CE5]: I disagree with this part, now that I understand that the new policy does not allow for promotion of the trips on the Community Education website. How else would faculty recruit students to go on their trips? At a time when no "for credit" study trips exist, this would essentially prevent faculty-led trips.

Commented [MOU6]: Students also pay most of cost. Do we want to say something about financial aid, facilitating need-based scholarships for students? Title IV should be mentioned.

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[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](#)
