

## **TRAVEL COURSE POLICY**

*This policy is not intended to cover ALL travel, but rather only faculty-led short-term study away, including domestic travel (travel for course credit).*

*Travel courses must be vetted by the relevant deans and approved by the office of international studies prior to advertising the trip or the institution accepting deposits for the trip. A students traveling on the trips must be registered for the course. Non-catalog courses (special topics courses) must be approved by the appropriate dean prior to advertising the travel course to the students. The course approval form is available from the deans. As with all special topics, travel courses may be offered only twice before they must be formally approved by APPC as a permanent catalog offering.*

Everyone participating on the trip must have a valid passport, which is valid throughout the entire period of travel. Participants must consult with the Office of International Studies and faculty member running the trip on additional requirements, such as vaccinations (as recommended by the Center for Disease Control).

### **Eligibility**

**Moravian College degree candidates** who wish to join a travel course must register for the course credit and complete the assignments. Tuition is charged for travel courses taken outside a normal fall or spring load. Tuition is waived for a fall or spring term travel course which "fits" in an undergraduate student's normal full-time load, and therefore tuition is covered by the comprehensive fee; however, the travel costs (hotels, airfare, etc.) are not covered by the undergraduate comprehensive tuition fee and must be paid for separately. Graduate students in cohort program where the travel course is part of degree requirements are not charged tuition, but are responsible for travel costs. Part-time undergraduate or graduate students must pay travel costs as well as tuition. A reduced tuition fee is charged for Moravian College and LVAIC degree candidates.

**LVAIC students** who wish to take the trips must register for the course through the cross-registration process. Tuition is not charged if the course runs in a normal fall or spring term, but enrollment in the course is required; cross-registered students are responsible for all travel costs. For May or summer travel courses, LVAIC students are responsible for the Moravian College travel course tuition costs (which are the same as charged to Moravian College students) plus all travel costs.

**Degree-seeking students from outside Moravian or another LVAIC institution** may only participate on the trip, if they are able to participate in the pre- and post-program sessions. They must be able to complete all the course requirements, including attendance at class meeting. At that point, they can register for the course and travel with the Moravian students. These students must register at the institution as visiting students and pay the normal evening/summer tuition costs associated with a course.

**Students must be in good academic and conduct standing** at the time they apply to participate in the faculty-led travel. (Good academic standing is defined as follows: Undergraduate students may not be on academic probation, or be dismissed pending summer school or appeals.) Graduate students on academic probation may be included on the travel course, at the discretion of the program advisor and faculty member leading the trip. Academic and behavioral student conduct records will be reviewed with the appropriate office as part of the application process. The existence of a conduct record will not automatically preclude participation in study abroad, the existence of a conduct record will be one element considered during the application review.

**Non-student participation on faculty-led travel courses:**

At times, the faculty member leading a travel course may decide that additional staff or facilitators are needed to support and enhance the students' learning experience. In these cases, the staff/facilitator job description must be created and reviewed by the Office of Human Resources; any compensation in exchange for the services provided must be provided as taxable income, in accordance with federal tax policies. Following the institutional nepotism policy (available in the Employee Handbook), family members are typically not eligible to fill these positions. Exceptions must be approved by the Office of Human Resources and provost, to ensure equitable and ethical application of institutional policies. Facilitators or staff who are not presently employed at Moravian College must complete Act 153 clearances, in accordance with Pennsylvania State law.

Additional spaces on faculty-led travel are open to **Moravian College alumni, spouses/partners and family members** of Moravian College faculty and staff, on a space-available basis, and if the director of the trip is able and willing to accommodate them. *Generally speaking*, no more than 25% of the trip seats may be occupied by non-students, as this changes the students' experience. (This number, which is intended as a guide, not an absolute, does not include staff who are serving as instructors, co-instructors or facilitators on the trip.) Non-student participants are expected to participate in the full agenda provided by the faculty leader. Such persons who wish to participate in faculty-led travel who are not currently enrolled degree candidates at Moravian College are approved for the travel at the discretion of the faculty member in charge of the trip, who makes the decision in consultation with the appropriate dean and the director of international studies. Upon receiving approval to participate, these persons must register for the travel course as an auditor, and will be charged a \$100 audit fee on top of all travel costs. These persons must purchase their own emergency travel insurance in the event of medical emergency or other need for evacuation since they are not covered on the institution's insurance. They must sign a liability waiver for the institution.

If any students or family members approved for the trip are under the age of 18, then **all adults over 18 who are not presently enrolled in a Moravian College or LVAIC degree program** (including family members of college staff) must complete Act 153 background checks and clearances. Please note that it can take several weeks for the clearances to return. These are the same clearances required for faculty and staff who

teach on campus or work with students or children in classes, camps, and music lessons. A credit check is not required. Original copies of the completed background checks are delivered to the Office of International Studies. Adults may be denied permission to travel with the school if the background check reveals prior criminal activity which could put our students at risk, such as, but not limited to, sexual assault, rape, or battery. The institution has the right to deny persons travel with the college based on the results of the background check OR the person's refusal to complete the background check.

**Course registration and withdrawal:**

All degree candidates must register for the course and complete all course assignments, including pre- and post-travel course meetings.

Students who complete the trip may not drop the course. Failure to complete the course assignments results in a grade of F. Students who withdraw from the trip *prior* to travel may receive a grade of "W" for the course, with a reimbursement of the tuition paid. However, travel costs are non-refundable.

Participants in the travel course registered as auditors must attend all meetings on the trip, but are exempted from completing the academic assignments (papers, journals, quizzes, etc.).

**Student account holds and payments:**

Current students who have a balance due on their account may not go on faculty-led travel. They must clear their balances first, rather than risking accumulating additional debt. Students may apply to participate in faculty-led travel, but will be given only a conditional acceptance (assuming they meet all other conditions for the trip), if they have a past-due balance in excess of \$2000. A non-refundable deposit, which counts towards the travel costs, is required to hold a reserve a seat on the trip. Travel costs may not be added to the past-due balance, but must be paid in full by the date announced by the trip director. The past-due balance owed to the college must be reduced to \$0 no later than 30 days prior to travel. All charges related to a trip including but not limited to tuition and travel costs must be paid in full in order for the student to participate in the trip. All monies paid for travel costs are non-refundable, as travel costs for cancelled trips are not institutional costs and cannot be transferred to other persons or to other accounts.

Overload tuition charges resulting from the travel course (during a fall or spring term) are waived for students on tuition remission, but not for students on tuition exchange. If the credit for the course fits into a normal fall or spring term load, then the tuition is not charged to any students, including those on tuition remission or tuition exchange.

Students who wish to use financial aid in the summer to help pay for the tuition and travel costs must be registered for at least half-time status, in accordance with federal financial aid policies (for undergraduates, 1.5 units minimum). With the instructor's

permission, and with approval from the appropriate dean, the student may request to ADD credits to the course, which requires additional assignments and other coursework, in accordance with the credit-hour requirement.

### **Staffing**

Moravian faculty and staff who are running, helping to facilitate, or joining the trip who are in the employ of the college at the time of the travel are expected to attend all scheduled events on the itinerary, but do not need to register for credit or complete the course assignments. Staff who are joining the trip as facilitators must be approved for vacation time by their supervisor and must use the vacation time to cover time away from campus while on the trip. (NOTE: If the service as a facilitator or course leader is included in the staff member's job description, then vacation time is not charged.) These persons are covered by the institution's general liability insurance and provided the same medical/emergency coverage as the students on the trip. All participants traveling must have valid health insurance and must provide documentation of this coverage to the trip director prior to departure.

Any people serving as staff on the trip -- including workers -- must have job descriptions. This applies to currently employed faculty or staff who are assisting on the trip outside of their normal work responsibilities as well as students receiving compensation or reduced travel costs in exchange for work during the trip.

ALL persons planning on traveling on any domestic or international trip must go through the Office of International Studies. No exceptions.

### **OTHER RELATED POLICIES:**

All expenses related to the college sponsored trip must be booked on the Moravian College PCard. If a trip leader needs to apply for a PCard, please contact Amy Klotz or another member of the Business Office to complete the necessary application. These same travel policies apply for domestic and international travel. In cases where the PCard might not be accepted, the trip leader must get permission of the director of business and financial operations to use a personal credit card or other method prior to travel in order to qualify for reimbursement.