

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

Procedure No.: Q.8

Date of Issue: 9/12

Subject: Student Travel Policy

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### **I. Purpose**

IIT seeks to promote safe travel to events and activities occurring beyond the boundaries of the University by students and recognized student organizations. This Policy applies to individual student travel and to recognized student organization travel, both in cases where the travel is sponsored by IIT and in cases where the travel is independent of IIT sponsorship but where an individual student or a recognized student organization travels on behalf of, or with the financial support of, one or more IIT academic or administrative units and/or recognized student organizations. Travel beyond the boundaries of the IIT campus but within Cook, DuPage, Lake, McHenry or Will Counties, whether sponsored by IIT or not, is considered a field trip and is not subject to this Policy.

### **II. Definitions**

An “appropriate administrator” is the President, Provost, an academic Dean, a Vice Provost, or the Dean of Students, or the authorized designee of any of the foregoing.

A “recognized student organization” is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of IIT, has been approved for recognition by the Office of Student Life and maintains a current registration status with the Office of Student Life.

A “travel summary” is a written summary prepared by the organizing individual or group that, at a minimum, details the purpose of the travel, sets forth the full travel itinerary, including all lodging and contact information, and lists all participants and their relation to IIT.

“University sponsored student travel” is travel involving a student or students that (i) is initiated, actively managed, planned and arranged by a member of IIT’s faculty or staff, or members of a recognized student organization with the approval of an appropriate administrator; or (ii) has IIT financial, physical or administrative involvement or oversight. University sponsored student travel does not include travel under the auspices of IIT’s Department of Athletics or study abroad programs under the auspices of IIT’s International Center.

### **III. Requirements**

All student and recognized student organization travel falling under this Policy must meet the following requirements:

- A. To assure that travel involving students is consistent with IIT’s mission and that student safety issues have been addressed, University sponsored student travel

must be approved in advance by an appropriate administrator. The organizing individual or group must prepare and provide a travel summary to the appropriate administrator for his or her review and approval not less than forty-five (45) days prior to the date of the proposed travel. An appropriate administrator may request that a travel summary be supplemented with such additional information as he or she deems appropriate in order for him or her to make an informed decision. In general, for University sponsored student travel the purpose of which is academic, such as a conference or research, involving students from more than one College, then an appropriate administrator from each College must approve it.

Approval decisions of an appropriate administrator must be consistent with the provisions of this Policy.

1. An appropriate administrator should not approve travel if he or she determines that safety, security or health conditions pose an undue risk to the traveler(s).
2. Students shall not be required to study or do research in locations affected by an U.S. State Department Travel Warning in order to satisfy a degree requirement or to receive a grade for a class.
3. Travel to a country where the U.S. State Department has issued a mandatory evacuation order shall not be permitted.
4. Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Life, and travel must be planned so as not to create an undue interference with academic responsibilities.
5. Students on academic or disciplinary probation or on leave from the University should not be approved for any University sponsored student travel.
6. Students traveling outside of the United States need to attend a pre-departure health, safety and security meeting provided by IIT's International Center.

If the appropriate administrator approves a travel summary, then he or she shall sign the travel summary noting his or her approval and return it to the organizing individual or group and provide, as described in B below, a copy of the approved travel summary to IIT's International Center. If the appropriate administrator does not approve a travel summary, then he or she shall return the travel summary unsigned to the organizing individual or group and notify the organizing individual or group of the reason for the non-approval. In the case of non-approval, the organizing individual or group may attempt to modify the travel summary to overcome the objections of the appropriate administrator and resubmit the travel summary to the appropriate administrator.

Notwithstanding the approval of an appropriate administrator, the Provost, or designee, may prohibit or suspend any such previously approved University sponsored student travel should a subsequent change in circumstances render the travel unsafe.

- B. The travel summary with the signature of the appropriate administrator must be submitted to IIT's International Center, no later than thirty (30) days before the scheduled trip. No changes may be made to the travel summary without the approval of the appropriate administrator who initially authorized the travel.
- C. All students traveling must complete and submit a *Voluntary Assumption of Risk and Release and Waiver of Liability Agreement* and an *Emergency Contact and Medical Information Form*, available from the Office of General Counsel, to IIT's International Center no later than fifteen (15) days before the scheduled trip. IIT's International Center will provide such travel orientation and/or information as appropriate given the specifics of the trip. In the event that the proposed itinerary includes a location under a U.S. State Department Travel warning, the existence of such warning and information related thereto will be set forth in the *Voluntary Assumption of Risk and Release and Waiver of Liability Agreement*. IIT's International Center shall maintain these forms for a period of six (6) months from the conclusion of the travel covered thereby.
- D. Unless otherwise explicitly approved, all University sponsored student travel must be chaperoned by a faculty or staff member. If approval to travel without such a chaperon is granted, then a student officer from the recognized student organization must accompany the trip; provided, however, a student may not lead University sponsored student travel to a location that is under a travel warning. IIT will view this student officer as the party responsible for the trip. The faculty or staff member or student officer must carry a copy of emergency contact information for all students participating in the trip as well as relevant IIT contact numbers.
- E. Any travel undertaken without submission of a complete and accurate travel summary or not in accordance with an approved travel summary or otherwise in violation of this Policy may result in individual and/or organizational discipline as outlined in the *IIT Student Handbook*, together with such additional action as may be deemed appropriate under the circumstances. All travel participants are expected to comply with the standards set forth in the *IIT Student Handbook* and with applicable IIT policies, procedures and rules. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action as outlined in the *IIT Student Handbook*.
- F. The faculty member or administrator responsible for the travel shall communicate to the participants that the University does not provide medical insurance for any student's participation in travel. All student participants shall be responsible for medical costs they incur during and/or as a result of the travel.

- G. Unless express permission has been granted by the appropriate administrator, friends and family members of IIT students, faculty and staff are not eligible to participate in University sponsored student travel.