

## 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.

### Board Approval:

- 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<sup>[CE1]</sup>[CE2]. 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. Any full-time or part-time faculty member may propose a travel study program for college credit. A program application including a detailed itinerary, daily activities, and estimated cost, including insurance, shall be submitted for consideration to the college Vice President for Academic Services. The District may revise or cancel college credit travel study programs in time of war, regional conflict, public health emergency, or natural disaster.
- c. Fee-based travel led by faculty through private company vendors or on their own will not be board approved and will not be advertised by Community Services.
- d. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of fee-based travel that have not been officially Board approved as outlined. However, if fee-based travel is 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 in which they are not personally involved just as they would promote other types of scholarships, internships, and other learning opportunities.

### Contract Parameters and Program Release Forms:

- a. Required Insurance Coverage:
  1. The college shall also be responsible for ensuring that the company vendor will provide sufficient accidental death and dismemberment and accident and sickness insurance, with a Board recommendation of no less

than \$10,000 in each category for each trip participant. In addition, the vendor shall provide trip cancellation and baggage loss insurance for participating students.<sup>[MOU3]</sup> 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."<sup>[MOU4]</sup>

2. If the trip is being organized by the faculty member, all travelers must obtain individual insurance that meets all the minimum coverage listed above.
- b. Contract Approval
1. All travel study 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, who will verify that the contract parameters are met.
- c. Program Release Forms:
1. 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.
  2. 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 of Travel Study Programs

- a. Travel study programs may be funded by several means:
1. College 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.<sup>[MOU5]</sup>
  2. 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.
  3. A student's enrollment in a college credit travel study program 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.
  4. Fee-based travel, whether involving classes or not, will be funded entirely by student and/or trip participant fees. If faculty are leading or promoting such trips, students should be encouraged to request scholarship or need-based awards, particularly if the company vendor is providing credit through another school of record.

### Company Vendors

- a. 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.

Note: Field trips conducted as part of a campus-based or online class are excluded from this policy. See BP 4027 Travel Study Programs; BP/AP 4300 Field Trips and Excursions