

**Title:** College Sponsored-Supported-Organized Study Away Travel Guidelines and Policies

**Policy Abstract:** This policy establishes guidelines for the collection of travel release forms, emergency contact information, program/project contacts, and itineraries for study-away experiences. The collection of this information from students participating in college-supported or college-sponsored study away allows the College to respond immediately and effectively to incident reports or emergency situations.

**Responsible Office:** Krulak Institute/Sklenar Center for International Programs; Provost's Office

**Official:** Provost

**Contact(s):** Associate Director, Sklenar Center for International Programs Anne Ledvina,  
226-7722, [aledvina@bsc.edu](mailto:aledvina@bsc.edu)  
Provost-VPAA Brad Caskey, 226-4650 [bjcaskey@bsc.edu](mailto:bjcaskey@bsc.edu)

**Applies to:** Students participating in College-sponsored, -supported, or -organized study away. These include but are not limited to students participating in an exchange or direct program, students enrolled in a course or completing a contract (independent study) that includes international travel, students completing a non-credit bearing rise3 project that includes international travel, students who receive funding from a College office (e.g. SGA) or student organization for international travel, or students participating in other programs involving international travel organized by the College or an office of the College

**Effective Date:** June 1, 2017

**Revision Date(s):** January 20, 2019 (minor update and web-link corrections)

**Introduction and Background:** This policy ensures that the College will have information required for an effective response to incidents outside of the United States that might affect student experience or safety. The information collected from students will include:

1. General Information

- Name of opportunity or Sponsoring college program and/or College funding source
- Travel location or Contact while abroad (host/supervisor name/other contact)
- Emergency contact information (student's parent or legal guardian)
- Itinerary, including flights and accommodations

2. Travel Release Form (International or Domestic)

**Purpose:** To ensure accurate and detailed information about all students participating in College-sponsored, -organized or -supported international travel. In the case of a crisis situation, the BSC Emergency Response Team

(<https://www.bsc.edu/campus/police/erm/files/assets/common/downloads/Emergency%20Response%20Manual.pdf>) requires information to provide resources to students and to effectively respond to inquiries from parents/guardians, media, and others. Further, BSC requires legal protection from risks

associated with international travel. The travel release form for international (independent or faculty-led) travel provides such protection.

**Applicable Regulations:** This policy brings BSC in line with accepted standards of risk management and student support for experiences abroad as outlined by the following organizations: The Standards for Good Practice in Education Abroad under Standard 8: Health, Safety, Security and Risk Management states, “The organization prioritizes the health, safety, and security of its students through policies, procedures, advising, orientation and training.” Similarly, The Task Force on Institutional Management of Study Abroad (formed by NAFSA: Association of International Educators) recommends guidelines for the effective management of study abroad. They assert that, “Programs promote the health and safety of students studying abroad, and manage institutional risk. Student health and safety is always of paramount importance. Institutional policies and procedures for risk management and crisis response should be in place for all study abroad programs, and their application should be regularly monitored. At the institutional level, policies must be designed to sustain an effective health and safety approach for study abroad programs, consistent with the institution’s risk tolerance... At the program level, there is a need to ensure the implementation of institutional policies related to health and safety, the monitoring and supervision of programs in process, and the assessment of changing conditions and relevant responses. Institutional protocols for dealing with incidents or emergencies, if they arise, should also be established, including developing program exit strategies to be implemented when necessary. At the individual level, study abroad professionals prepare students to make the most of their experience while avoiding unnecessary risk. This is a necessary component of all pre-departure advising.”

**Policy Statement:** This policy institutes a process for the collection of release forms and related information for all students participating in college-sponsored, -supported, or -organized study away. VI. DETAILS Students participating in study away experiences that are organized or funded by the College will complete the Travel Information Form and the Travel Release Form, both of which can be found on the Study Abroad/ Study Away OrgSync page. College staff responsible for organizing international experiences or dispersing funds that support international experiences will have access to the forms so that they can verify student completion of these forms prior to dispersing funds or executing the project. The Sklenar Center will maintain and organize the information provided by the forms for access by the Emergency Response Team as needed and provide a copy to the Provost’s Office.

**Definitions:** “College-sponsored, -supported, or organized travel” refers to instances when the College is either organizing a program, granting credit or rise3 recognition, or awarding funds for an international study away or study-travel experience. “Travel Release Forms” refer to the legal documents used by the Office of Exploration Term and Contract Learning and the Sklenar Center for domestic and faculty-led or independent international travel. A student’s parent or legal guardian’s emergency contact information is included on this form.

**References:**

Birmingham-Southern College Catalog, <https://www.bsc.edu/academics/catalog/index.html>

BSC Student Handbook, [https://www.bsc.edu/campus/studev/images/2018-student-hndbk\\_draft4-sm.pdf](https://www.bsc.edu/campus/studev/images/2018-student-hndbk_draft4-sm.pdf)

Domestic Travel Risk and Release Form, [https://www.bsc.edu/academics/krulak/exp-con/forms/ind\\_domestic\\_travel\\_release.pdf](https://www.bsc.edu/academics/krulak/exp-con/forms/ind_domestic_travel_release.pdf)

E-Term Commitment to Travel Form, <https://www.bsc.edu/academics/krulak/images/PDFs/E-Term-Commitment-to-Travel-Form.pdf>

International Travel Risk and Release Form, [https://www.bsc.edu/academics/krulak/exp-con/forms/ind\\_intl\\_travel\\_release.pdf](https://www.bsc.edu/academics/krulak/exp-con/forms/ind_intl_travel_release.pdf)

Release Form – Faculty Led Domestic Travel,

<https://www.bsc.edu/academics/krulak/images/PDFs/Release-Form---Faculty-led-domestic-Travel.pdf>

Release Form – Faculty Led International Travel,

<https://www.bsc.edu/academics/krulak/images/PDFs/Release-Form---Faculty-led-International-Travel.pdf>

Standards of Good Practice for Education Abroad, [www.forumea.org](http://www.forumea.org)