

SUBJECT:	International Academic Travel Participation Policy
REVIEWED/REVISED:	6/2026
PURPOSE:	To define eligibility, enrollment expectations, and travel requirements for students, faculty, staff, alumni, and approved travel companions participating in college-sponsored international academic travel.
POLICY OWNER:	Vice President of Academic Affairs

This policy applies to all participants in college-sponsored international academic travel programs, including students, faculty, staff, alumni, and approved travel companions. Failure to meet enrollment, academic participation, documentation, or insurance requirements may result in ineligibility to participate. Students are responsible for maintaining communication with their Academic Advisor and the Sr. Administrative Assistant to the VPAA.

1. Age Requirement

All travelers must be 18 years of age or older at the time of departure.

2. Undergraduate Student Participation Guidelines

Program Purpose: The international academic travel experience is an approved pathway for fulfilling the Humanities requirement or Nursing non-clinical requirement.

Enrollment Requirements:

- Undergraduate students must enroll in either HUM 390 or NRS 390.
- Students should consult their Academic Advisor to determine the appropriate course.
- Students who have already completed the requirement may choose:
 - Enrollment for 3 academic credits, or
 - Enrollment in a zero-credit, tuition-free Pass/No Pass option.

Graduation Status Exception:

Undergraduate students scheduled to graduate in the same semester as the travel and who do not require Humanities or Nursing non-clinical credits may follow the Graduate Student Participation Guidelines below. Eligibility must be confirmed with the student's Academic Advisor.

3. Graduate Student Participation Guidelines

Graduate students may participate in international academic travel experience under the following conditions:

- Enrollment in the online academic component associated with the trip.
- No academic credit is required; however, academic engagement is mandatory.
- Graduate students must attend three (3) required informational sessions:
 - Sessions may be attended in person or virtually.
 - If a session is missed, the recording must be viewed prior to travel.

These sessions are required due to the academic nature of the experience.

4. Faculty, Staff and Alumni Travelers

Faculty, staff, and alumni are considered travelers under this policy and must comply with all traveler requirements. Faculty, staff and alumni travelers do not participate in the academic program. They may bring a travel companion in accordance with Section 5.

5. Travel Companions

A travel companion is a personal guest accompanying an approved traveler. Travel companions may include a spouse, partner, family member, or other personal guest, and participation is subject to program capacity. All travel companions must be registered, approved, and paid for by the applicable deadlines. Travel companions do not participate in the academic program, do not earn academic credit, and are not required to attend academic sessions; however, they may be invited to attend the final Bon Voyage meeting. Travel companions are subject to all applicable conduct standards, travel logistics, payment requirements, and travel protection plan policies.

6. Required Travel Documentation

All travelers must submit required documentation by established deadlines.

Passport Requirements

- A valid passport is required and must remain valid at least six (6) months beyond the return date.
- Travelers without a passport must apply by the program deadline.

Required Forms

- Passport Information Form (with passport copy)
- Traveler Form, including acknowledgment of:
 - Release of Liability
 - Code of Conduct
 - Photo Release

Failure to submit documentation may result in removal from the program.

7. Travel Protection Plan Requirement

To ensure safety and mitigate financial risk:

- All travelers must purchase a travel protection plan.
- Plans may be purchased through Ed-Ventures or an alternate provider.
- Estimated cost: \$200–\$350 (subject to change).
- Proof of alternate insurance must be submitted no later than 120 days before departure.
Coverage is required due to risks including cancellations, delays, medical emergencies, and lost or delayed baggage.