

**BP 4027 TRAVEL STUDY PROGRAMS**

**Reference:**

[Education Code Section 66015.7](#)

❖ **From the current CLPCCD Policy 6217 titled Travel Study Programs**

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration by the college Vice-President for Academic Services. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on campus classes.

**Travel Study Program Approval**

- a. **Board Approval** - Each travel study program shall be approved by the Board of Trustees. Authorization of travel outside the US may be revised in time of war or regional conflict.
- b. **Contract Approval** - All 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.

**Contractor Insurance and Liability**

Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District with a valid certificate of insurance for each course or program naming the District as additional insured with a single limit of liability of not less than \$1,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the District's Business Services Office. The certificate shall be submitted with the executed contract to the Vice Chancellor of Business Services prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified by the District. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.

### **Program Release Forms**

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.

### **Students Returning Independently**

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.

### **Fiscal Components**

#### **Funding of Programs**

Travel study programs may be funded by several means:

- 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.
- Fee-based classes will be funded entirely by student fees.
- Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the District and the contractor.

#### **Contracting Agencies**

Contracting agencies 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.

[Also see BP/AP 4300 titled Field Trips and Excursions](#)

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**NOTE:** *The language in **black ink** is from the current Chabot-Las Positas CCD Policy 6217 titled Travel Study Programs adopted on March 19, 1996 and revised on May 20, 2003. The language in **blue ink** is included for consideration. This document was included in the administrative review on March 21, 2013. This document was reviewed on April 8, 2013 by Chancellor's Cabinet and on April 9, 2013 by the Chancellor's Council. This document was reviewed by representatives of the Academic Senates on October 21, 2013.*

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#### **Date Adopted:**

*(This policy replaces current CLPCCD Policy 6217)*

## Legal Citation for BP 4027

### Education Code Section 66015.7

**66015.7.** (a) In order to maintain and strengthen the high quality of international **education** in California, the Legislature encourages all public and private institutions of higher **education** to further develop, as their resources permit, programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars.

(b) For California students and scholars, institutions are encouraged, as resources permit, to accomplish all of the following:

(1) Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.

(2) Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.

(3) Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.

(4) Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.

(5) Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

(c) For international students and scholars, institutions are encouraged, as resources permit, to accomplish all of the following:

(1) Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.

(2) Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.

(3) Initiate collaborative research undertakings to address issues of global significance.

(4) Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.