

 Methodist College UnityPoint Health	Page # 1 of 10	Section: C	Policy #: S-69
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	Policy/Revision Submitted by: Finance		
SUBJECT: Travel Study Courses-Students			

I. POLICY: Travel Study Courses-Students

II. GENERAL INFORMATION:

General Policies: Participation in a travel study course is contingent upon fulfilling all prior financial obligations to Methodist College. Satisfactory arrangements must be made prior to the program final payment date. Participation is also contingent upon maintaining good academic standing. Methodist College reserves the right to cancel reservations for any student who is placed on academic probation subsequent to his or her registration for a travel study course. Any student whose registration is cancelled for this reason is subject to the same cancellation fees as specified below. Courses are taught on the condition that a minimum number of students enroll, and Methodist College reserves the right to cancel any travel study course if minimums are not met.

Reservations and Cancellations: Course enrollment and travel reservations are made upon receipt of a deposit of half of the travel costs or as specified. Those who cancel for whatever reason will receive no refund of this deposit. Notice of cancellation must be made in writing. Those who cancel within 30 days of travel will be subject to a 100% cancellation fee. These cancellation fees apply in all cases, including withdrawal for medical and/or other exigent reasons.

Travel Study Course Checklist:

- Non-refundable deposit of half of the travel costs or as specified
- Attendance of mandatory travel study course orientation
- Passport (if traveling internationally)
- Immunizations (if traveling internationally)
- Completed forms: Waiver, Medical Insurance, Emergency Contact Information upon registration
- Full payment of travel costs no later than 60 days prior to departure date
- Roommate request: Generally, random roommate assignments are made for doubles, but if you have a specific request, you may submit it with your completed forms (these requests will be granted whenever possible). In general, co-ed sleeping accommodations will be avoided during travel. If co-ed sleeping accommodations are required for the travel study course, responsible behavior is expected at all times, and these accommodations will not be made without prior approval of the participating students.
- Mandatory attendance of ALL pre-/post-travel course meetings

MC Responsibility: MC, in accepting bookings for a travel study course, clearly stipulates that it is not liable for the faults or defaults of other companies and persons that may be used during the travel study course or for accidents, baggage losses, delays, strikes, political unrest, riots, and acts of God and war. In the event it becomes necessary or advisable for the comfort or well-being of anyone involved with the travel study course, or for any reason whatsoever, to alter the itinerary or arrangements, such alterations may be made in MC's sole discretion. Additional expenses, if any, shall be borne by the students. Being enrolled in a travel study course shall be deemed to be consent to and acceptance of this policy, the Standards of Student Conduct outlined below, and other documents in the travel study course registration package.

Standards of Student Conduct

Participation in an academic travel course is a privilege, not a right, and it is contingent on adherence to uncompromising standards of conduct and behavior. Students participating in this academic travel course/program bear a special responsibility as MC citizens, because their conduct, attitude and actions reflect very directly on MC. Any student who travels in an MC academic travel program must accept and respect this responsibility.

Students enrolled in academic travel courses/programs are subject to the MC Student Handbook and all relevant MC conduct policies. Abuse of the hospitality of any host community or institution on the part of a few can result in the loss of opportunities for many! It is important that academic travel participants pay close attention to acceptable norms of conduct and be fully aware of their responsibilities to the host community and institutions and that they abide by standards that are appropriate. Most often, and under most circumstances, simple honesty, courtesy, restraint and respect for the law are good guides for conduct anywhere.

Unacceptable Conduct

Students who participate in academic travel courses/programs have already demonstrated seriousness in scholastic purpose. This quality is inconsistent with inappropriate or unacceptable conduct and such conduct is not characteristic of academic travel students.

To be clear about what constitutes unacceptable conduct, here are representative examples.

- Misusing alcohol (as explained more thoroughly in the Alcohol Use and Misuse Section below);
- Engaging in harassing or negative behavior based on another individual's race, national or ethnic origin, religion, color, sex, marital status, familiar status, sexual orientation or sexual identity, disability, age, or political beliefs;
- Cheating or plagiarizing in connection with an academic program;
- Failing to attend classes to the extent required by the program;
- Failing to carry out a required portion of the program;
- Violating the law of the host city/community or the rules and regulations of host institutions and providers;
- Forging, altering or misusing official documents, records, or identification or knowingly furnishing false information or misrepresenting oneself;
- Obstructing or disrupting, on or off academic travel course/program sites, the educational process, administrative process, or other official functions of the program;
- Engaging or assisting in theft of, unauthorized use of, or non-accidental damage to property of others;
- Engaging or assisting in the unauthorized entry into, unauthorized use of, or misuse of academic travel course/program sites;
- Violating any lawful directive of academic travel faculty;

- Violating academic travel course/program rules and regulations as specified in this policy and other publications, mandatory orientations, and correspondence;
- Inciting or engaging in verbally abusive behavior or verbally threatening others with harm or detriment to well-being;
- Endangering one's own safety or the safety, comfort, and well-being of others by engaging in physically abusive behavior, violent or irrational behavior, or lewd, indecent or obscene behavior;
- Inflicting physical harm, on or off academic travel course/program sites, to any member of the faculty or student group or any other individual or threatening physical harm;
- Failing to discharge lawful debts incurred while a participant in the academic travel course/program in a responsible and timely manner;
- Participating (except lawful exercises of free speech) in any event, political activity, or public demonstration in a manner that might endanger the well-being of other participants, infringe upon their opportunities and benefits, or compromise other group members or the successful operation of the program;
- Selling, purchasing, or possessing restricted and/or dangerous drugs or narcotics, as those terms are defined in Illinois statutes, except when lawfully prescribed pursuant to medical care;
- Possessing or using explosives, dangerous chemicals, or deadly weapons of any kind; or,
- Soliciting or assisting another in any act described herein

Sanctions

Each participant in MC academic travel course/programs concludes a legal agreement with MC that recognizes the authority of the faculty as agents of MC, and each participant agrees that it shall be the discretion of the faculty to apply appropriate sanctions for unacceptable conduct as defined in the items above, or other items of unacceptable conduct which they shall establish from time to time.

Reprimands – verbal or written notice of unacceptable conduct. Reprimands set forth requirements for improved behavior and are intended to assist the student in correcting that behavior as part of the educational process where the conduct is remediable.

Student Code of Contact Violations– The student will be referred for action as per the Student Code of Conduct if they commit infractions or unacceptable conduct i.e. violations of the Student Code of Conduct policy.

Alcohol Use and Misuse

Students' behavior must adhere to the Student Code of Conduct policy whether on campus or participating in travel course opportunities. Therefore, underage drinking, i.e. under age 21, will not be tolerated. Those students age 21 or over if drinking must adhere to wise alcohol use.

Statistically, most of the injuries, accidents, and serious incidents of other kinds involving participants in academic travel courses/programs are related to drunkenness and the associated condition of temporary stupidity.

Alcohol misuse may not carry the same legal penalties as use of illegal drugs, but it can create equally dire circumstances. Alcohol misuse puts at risk your own safety, your academic program's health and future sustainability, and can endanger you and others. American students traveling away from home and campus may be tempted by alcohol and engage in patterns of alcohol misuse. This may occur for a variety of reasons including the illusion that alcohol makes a person more sociable and a false sense of respite from the unease, loneliness or awkwardness that can be associated with being in unfamiliar circumstances.

Alcohol misuse can begin with a number of combined factors that, when taken separately, are innocuous. For example, when you add alcohol to late hours, intense activity and an unfamiliar environment, the end result can be a disaster. Although attitudes toward social drinking vary throughout the United States, please note that obvious intoxication, public drunkenness, and inebriating behavior are always unacceptable. Alcohol misuse is any use that is harmful or potentially harmful to self or others. Alcohol abuse is systematic misuse of alcohol. Alcohol misuse will not be tolerated on MC sponsored academic travel courses.

Alcohol misuse can:

- Compromise a participant's health, safety and academic performance;
- Compromise a healthy, positive, safe, secure, and comfortable environment for the entire group;
- Compromise faculty members' or administrators' ability to prevent potential problems;
- Represent the program, MC or your peers badly.

Alcohol misuse is present when:

- A student misses a class or scheduled event or is late to a class or event because of the effects of alcohol consumption;
- A student becomes ill due to the effects of alcohol consumption;
- A student engages in behavior that cause embarrassment or discomfort to other members of the group or to faculty or others as a result of alcohol consumption;
- A student is disrespectful of others in accommodations due to the effects of alcohol consumption;
- A student engages in inappropriate behavior toward other individuals that is the result of alcohol consumption;
- A student engages in destructive or negligent behavior toward property that is the result of alcohol consumption;
- A student engages in confrontational verbal or physical behavior toward any individual that is the result, or intensified by, alcohol consumption;
- A student does not abide by the law;
- Students transport quantities of alcohol to program sites with the intent of sharing alcohol with members of the group (particularly when some members may not be of legal drinking age).

Because our first priority is a safe, productive and serene community environment for an academic program, any student who demonstrates any behaviors indicative of alcohol misuse will be subject to the actions outlined in the Student Code of Conduct policy.

Students are encouraged to discuss issues related to alcohol abuse or misuse by other members of their group with the faculty leaders. Beware of any situation in which members of a group either encourage or ignore a fellow student who is misusing alcohol. If a student becomes incapacitated due to alcohol misuse, or needs medical attention, please immediately contact local emergency medical services and a faculty leader. We also support students who choose not to drink and MC faculty leaders are happy to suggest alcohol-free activities.

Please remember that taking risks with alcohol can only impact your academic travel experience negatively. If you are of legal age and choose to drink, drink moderately and behave responsibly. Do not endanger yourself, others, property, or the future viability of the MC Academic Travel Program. Know when to say "no." Stay with your friends—make friends—be a friend and look out for one another.

Medical Illnesses, Emergencies, and Treatment:

In cases of illness, on behalf of the student, Methodist College, its authorized representative(s) or the program coordinator at the host facility will consult with medical personnel on the project and/or local medical authorities regarding treatment or possible hospitalization.

The student must agree to consent to the necessary medical treatment if the student is physically and emotionally capable of such decision. In both non-emergency and emergency situations every attempt will be made to contact the parent, guardian, spouse, or next of kin supplied by the student to obtain authorization for treatment or surgery. In extreme emergencies, the Methodist College authorized representative or program coordinator at the host facility will authorize the required care.

All costs of medical treatment shall be solely at the student's expense.

It is the student's responsibility to have and maintain adequate health and accident insurance coverage for the travel to and from the destination as well as for the duration of the stay.

International/Global Course:

If, in the judgment of medical staff, serious illness or injury warrants a return to the United States, the Methodist College authorized representative or program coordinator at the host facility, will make the necessary arrangements after consultation with and approval from student and student's next of kin. All repatriation costs will be solely at the student's expense.

Arrest of a Student:

Definition: Student has been legally incarcerated by local authorities.

Examples: Drug or alcohol misuse, sexual misconduct.

Information to Gather:

- Describe nature of incident leading to participant's legal incarceration.
- Has the participant been detained or arrested?
- What agency has made arrest / detention? (Name, phone number)
- Have charges been filed?
- What are the charges?
- What is the case number?
- Were there witnesses?
- What rights have been granted?
- Has the U.S. Embassy/consulate been notified? If yes, name, title, and phone number?
- What advice has the U.S. Embassy/consulate given?
- Is a representative from the Embassy/consulate able to talk to participant? If so, name/phone number?
- Has the participant been given legal representation? If so, name and phone number?

Action, if Necessary

- Obtain as much information as possible from local authorities.
- Contact the U.S. Embassy/Consulate to obtain legal representation for student and to guarantee student's rights and humane treatment according to internationally accepted standards
- Contact International Education Director.
- Contact host staff.
- Verify that student is obtaining legal representation with the U.S. Embassy.
- Assist the student in contacting family.
- Refer family to Dean of Student Services
- Assist the student in contacting appropriate Embassy.
- Visit student if possible and appropriate.
- Evaluate with the Dean of Student Services whether student should be referred for possible disciplinary

action.

- Evaluate the efficacy of the action steps with those involved and recommend modifications as needed.

International/Global Course:

International travel is best undertaken by well-informed travelers. Methodist College strongly encourages all members of the college community who are contemplating travel abroad for educational or other purposes to review thoroughly and to familiarize themselves with the political, health, crime, and other safety-related conditions prevailing in any country and specific locations within it.

The following provisions apply to all Methodist College students who wish to undertake international travel as part of a travel study course:

All Methodist College students are responsible for their own safety when traveling internationally. Before departure, undergraduate students traveling abroad as part of a Methodist College travel study course must provide the college a statement in a form provided by the college, acknowledging their understanding of the risks of such travel, affirming that they have reviewed and understand the relevant safety-related materials, and assuming the risks related to international travel. Students under the age of 18 must obtain a parental signature on the form.

Methodist College will not award credit for travel study course in any country for which:

- the [U.S. State Department](#) has issued a warning that orders departure of U.S. dependents and non-emergency personnel; recommends that U.S. citizens depart the country; advises U.S. citizens against all travel to the country; or recommends that U.S. citizens defer non-essential travel to the country.

Passports:

A valid U.S. passport is required to enter and leave most foreign countries. If you do not already have one, you should apply for a passport immediately, especially if the country you will be studying in requires a visa. It takes 4-6 weeks to get a passport and costs approximately \$135. If you already have a passport, make sure that it is valid at least six months beyond the last day you will be abroad, especially if you will need a visa. You can obtain a US passport application and information at major post offices, some public libraries, and a number of county and municipal offices. Call 1-800-275 8777 to discover what you need to bring to the post office to apply for a passport or go to the [State Department](#) website. Two passport sized photographs are required as part of the application. For more passport application acceptance facilities, go to the [State Department](#) website.

Immunizations:

Students participating in international study/travel opportunities are required to receive from a certified/licensed travel clinic, or similar body, all immunizations recommended for travel to a particular region. Exceptions to this policy will be made only for a student who has had a waiver from immunization for religious reasons on file with the College from the time of initial enrollment.

Any discussions with regards to the appropriate travel vaccinations should occur with a certified/licensed travel clinic. Although you may choose to speak with your health care provider, please note that international travel health services is a specialized area and such offices will provide informed and up to date information that is specific to your health and the country of destination.

**METHODIST COLLEGE
STUDENT WAIVER AND RELEASE**

All participants shall read this entire WAIVER and RELEASE document before signing it. A signed copy must be on file in the Student Services Office before the student will be allowed to participate in the

Travel Course: _____.

Term and Dates of Travel: _____

I, _____, hereby agree to the following:

1. In consideration of being allowed to participate in the Travel Course: _____, I hereby release, hold harmless and forever discharge Methodist College ("**College**"), its board of directors, agents and employees from all liability, loss, cost, claims, damages, or expense from all claims, causes of action, or demands of every kind which I may have in the future or that any person claiming through me may have in the future against any of them by reason of any injury to person or property, or death, in connection with my participation in the Travel Course: _____. Further, I agree to indemnify each of them for liability arising solely from my tortious acts or omissions, and I assume the risk of traveling to and from Destination: and participating in the Travel Course: _____.

2. In understanding that the program leaders, the director, and the assigned staff members are acting in their respective capacities as agents of the College, not individually, and hereby waive any and all claims I may have or purport to have against the College or against them individually for losses occasioned by any changes in travel plans, or for the failure of any of the companies providing transportation, hotel, food, tour services, or other goods or services, as applies to the nature of this off-campus program, to provide such services on a timely basis or for the failure to provide them at all.

3. I certify that I am in good physician health and am physically able to participate in the Travel Course: _____.

4. It is my responsibility to obtain and keep in force adequate health insurance while traveling.

I understand and agree I am financially responsible for my own medical expenses and that any advance medical payment made by the College through the program director or a staff member on my behalf shall immediately be reimbursed to the College.

5. In the event of illness or injury, I hereby authorize the program director or any assigned staff member to obtain emergency or other medical treatment as he or she deems necessary, including the administration of anesthetics or other medications and surgery, and I hereby assume both any physical risk associated with and responsibility for the cost of such treatment.

6. I hereby authorize disclosure by the College to my parents/guardians of any relevant information regarding my participation in the travel course, including information that the University would not otherwise be able to disclose without my permission under the Family Educational Rights and Privacy Act ("**FERPA**").

7. I am solely responsible for obtaining and keeping safe my personal possessions, documents, money, travel tickets (as needed), and other property. I hereby WAIVE and RELEASE the College, its board of directors, the program director, and the assigned staff members from any and all claims for expenses or losses of any nature and amount due to my failure to do so.

8. I hereby agree to and acknowledge that Methodist College faculty and/or its representatives may transport me for travel study courses that occur domestically. I understand and agree that Methodist College, its board of directors, and/or its representatives assume no liability in the event of accident or injury during this transport, nor for damage or injury to person or property of any nature whatsoever from the time I depart from the Methodist College campus until the time I return.

9. STANDARDS OF CONDUCT: I agree to uphold and follow the Standards of Conduct set forth in the Travel Study Courses-Students Policy and the Student Handbook during at all times. Also, if traveling internationally, I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm College's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of and will abide by all such laws and standards for each country to or through which I will travel during the course. I realize that any violation of the foregoing or any disciplinary disturbances may constitute grounds for my expulsion from College and referral of any violations to the Dean of Academic Affairs.

I will attend to and assume responsibility for any legal issues or problems I encounter with any foreign nationals or government of the host country. College is not responsible for providing any assistance under such circumstances.

10. TRAVEL CHANGES: If I become separated from the travel study course group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense, seek out, contact, and reach the Program group at its next available destination.

11. I understand and agree that while participating in the program, I remain subject to the College's rules, regulations, and policies. I agree to adhere to such rules, regulations and policies strictly during my anticipated participation in the program.

12. I understand and agree that the laws of the State of Illinois govern the terms of this waiver and release and that Illinois is the appropriate venue for any legal proceeding arising from it or my participation in the travel course.

I have read and understand this document, and agree that it will legally bind me, my heirs, and my estate.

Please print the following information:

Student Name: _____
Emergency Contact Name: _____
Relationship: _____
Emergency Contact Phone Numbers: _____

Describe any additional information which should be disclosed to the program director or staff member:

Student Signature Date

Witness Signature Date

**Methodist College Travel Study
Student Incident Form**

Please fill out this form as completely as possible. In the event of any legal action, this form will serve as the basic official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Fax or email a copy of your report to the Dean of Student Services as soon as possible.

Submit the complete original report and all supporting materials to the Dean of Student Services upon your return to the United States.

Date of incident: _____
Location of incident: _____
Time of incident: _____ Were you present? _____

Name of student involved (please use a separate form for each student):

Names of other participants involved: _____

Brief description of what happened:

Who provided this description if you were not a witness (please list all names):

If you were not present, when were you informed? _____
What actions did you take? _____

If the student was transported to a hospital or clinic, please provide complete name of the facility, its phone and fax numbers, and address:

Names and phone numbers of all physicians who examined or treated the student

Dr. _____ Phone: _____

Dr. _____ Phone: _____

Exact names of any medications prescribed to the student (please have student keep all packaging/inserts):

Rx: _____

Rx: _____

Rx: _____

Was the student conscious and capable of making informed judgments about medical treatment?

If the student was not capable of making medical decisions, who made any decisions?

What, if any, follow-up care was recommended? _____

Were the police or legal authorities notified of the incident or present at the scene? _____
Names and phone numbers of responsible legal authorities in charge of the case: _____
Case#: _____

Was the U.S. or relevant embassy notified? _____ Name and number of responsible consular
officials involved in this incident:

Dates/times of contact with Dean of Student Services and/or family:

Report submitted by: _____

Printed Name _____ Signature _____

Date: _____ Time: _____