SECTION 611
STUDENT TRAVEL POLICY

SOURCE: NDSU President
North Dakota SBHE Policy 512

1. INTRODUCTION: This policy defines requirements and expectations for student travel in the interest of promoting and benefiting the health and welfare of students. This policy applies to student travel sponsored by an academic department, university unit, or Congress of Student Organization (CSO) recognized student organizations. Student drivers must comply with the NDSU student travel procedures and ND SBHE Policy 512.

This policy pertains to student travel within the United States. For information about traveling overseas (Study Abroad), contact the Office of International Programs, and more specifically, the Study Abroad site.

2. SCOPE: The opportunity to represent North Dakota State University throughout the state, the nation, and the world is one of the many benefits of being a member of the NDSU student body. This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are consistent with the North Dakota State Board of Higher Education (SBHE) Policy 512, applicable state law, and state fleet rules which are:

   a. organized or sponsored by the University; or

   b. funded by the University or the NDSU Student Government; or

   c. undertaken using a vehicle owned or leased by the University.

The types of activities and events covered by this policy include course related field trips, and meetings of academic organizations or governance entities where a student is officially representing the University.

The policy does not apply to travel undertaken by individual students solely for personal interests and benefits (including, but not limited to, out of town athletic events, or to engage in student-teaching, internships, practicum or clinical experiences, observations or research, unless the research is organized by a member of the faculty).

Questions about whether or not this policy applies to a particular type of student travel may be directed to the Office of Student Life Affairs.

3. DEFINITIONS:

   a. An organized event is one that is initiated, planned, and arranged by a member of the University's faculty or staff.

   b. A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
c. An enrolled student is one who has been admitted to and is attending classes at the University.

4. **STUDENT TRAVEL:** All student travel must be in compliance with University policy and the NDSU student travel procedures.
   
a. Use of State Fleet vehicles must be reviewed and approved in advance. Use of State Fleet vehicles for student travel is limited to that which is on behalf of and authorized by NDSU.
   
i. Use of State Fleet vehicles for academic purposes must be authorized by the dean of the respective college.
   
   ii. Student employees acting within the scope of employment on behalf of NDSU is authorized use.

b. All participants must be provided information regarding potential risks associated with the trip and travel arrangements. All participants must sign the completed NDSU Student Field Trip Informed Consent, Assumption of Risk and Release form.

c. **Student Responsibilities:**

   i. The privilege of traveling on behalf of the university comes with certain responsibilities for individual students.

   ii. Students must make their own arrangements with faculty for missed classes. Faculty members are not required to excuse student absences.

   iii. Students are expected to comply with the NDSU Rights and Responsibilities: A Code of Student Conduct at all times. Concerns regarding inappropriate conduct must be reported to the Assistant Vice Provost for Student Affairs and Enrollment Management for consultation and resolution. Resolution may involve a conduct hearing upon return to NDSU. The Assistant Vice Provost for Student Affairs and Enrollment Management or designee, in consultation with the respective academic dean as appropriate, has the right to impose limitations on a student’s participation at any time during the planning process or during the trip (i.e. may not drive vehicle). In the event a student’s conduct is so disruptive as to require their termination of participation from the trip, the student will be responsible for their own arrangements for returning to NDSU, including, but not limited to, any cost of transportation, lodging, and meals. Removal from the trip does not release a student from their financial obligations for the trip, as agreed to prior to departure.

   iv. All student drivers who are duly authorized for State Fleet use must have automobile insurance and must be in good standing with the University system.

   v. Student drivers must comply with and enforce the Student Travel procedures.

This policy is in accordance with the North Dakota SBHE Policy 512.

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**HISTORY:**

New June 19, 2014
Housekeeping September 30, 2015
Housekeeping August 22, 2017