Policy *611* Version 1 *08/22/17*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy 611 Student Travel Policy |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Housekeeping changes – updating office name, titles, and links due to organizational restructure
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Student Affairs Office 8/22/17
* Mary.Asheim@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** | 9/14/17 |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 611
STUDENT TRAVEL POLICY**

### SOURCE: NDSU PresidentNorth 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](https://www.ndsu.edu/fileadmin/studentlife/PDF_Files/Procedures_for_Policy_611-NDSU_Student_Travel.pdf) and ND [SBHE Policy 512](http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=214&SID=6/).

This policy pertains to student travel within the United States. For information about traveling overseas (Study Abroad), contact the [Office of International Programs](http://www.ndsu.edu/international/), and more specifically, the [Study Abroad](http://www.ndsu.edu/international/studyabroad/) site.

1. **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](http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=214&SID=6/), applicable state law, and state fleet rules which are:
2. organized or sponsored by the University; **or**
3. funded by the University or the NDSU Student Government; **or**
4. 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 Affairs](https://www.ndsu.edu/studentaffairs/).

1. **DEFINITIONS:**
2. An **organized event** is one that is initiated, planned, and arranged by a member of the University's faculty or staff.
3. 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.
4. 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.

1. 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.
2. Use of State Fleet vehicles for academic purposes must be authorized by the dean of the respective college.
3. Student employees acting within the scope of employment on behalf of NDSU is authorized use.
4. 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.
5. Student Responsibilities:
6. The privilege of traveling on behalf of the university comes with certain responsibilities for individual students.
7. Students must make their own arrangements with faculty for missed classes. Faculty members are not required to excuse student absences.
8. Students are expected to comply with the [NDSU Rights and Responsibilities: A Code of Student Conduct](https://www.ndsu.edu/fileadmin/policy/601.pdf) at all times. Concerns regarding inappropriate conduct must be reported to the Vice Provost for Student Affairs and Enrollment Management for consultation and resolution. Resolution may involve a conduct hearing upon return to NDSU. The 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.
9. 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.
10. Student drivers must comply with and enforce the [Student Travel procedures](https://www.ndsu.edu/fileadmin/studentlife/PDF_Files/Procedures_for_Policy_611-NDSU_Student_Travel.pdf).

This policy is in accordance with the North Dakota [SBHE Policy 512](http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=214&SID=6/).

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HISTORY:

New June 19, 2014

Housekeeping September 30, 2015