ACCOMPANYING STUDENTS OUTSIDE THE U.S.A. POLICY

SLT 3.16

Date of Last Update:
November 07, 2017

Approved By:

- Senior Leadership Team

Responsible Office:
Office of the Provost

POLICY STATEMENT

Policy Statement

Faculty and staff accompanying students outside the United States assume a degree of responsibility for students which does not exist when faculty or staff travel independently. The lead faculty and staff member who is accompanying students abroad is required to:

1. Submit the appropriate application to their Dean or Appointing Officer, for acknowledgement and approval *before* travel plans are confirmed (or flight tickets purchased), and no later than 30 days before departure.
2. Submit the following documents to their Dean or Appointing Officer, with copies to the Padnos Center for Global Experiences (PCGE), at least seven days before departure:

a. Detailed itinerary for program/project;
b. Contact information on how the faculty member can be reached for each stage of the program;
c. Emergency contact information for each participant in the group (form available from PCGE website);
d. Signed liability waivers from each participant in the group (form available from PCGE website);
e. Photocopy of photo/information page of each participant's passport;
f. Completed Health Information form for each participant in the group (form available from PCGE website).

Documents submitted by units, pursuant to this policy, will be collected and maintained as appropriate by the Padnos Center for Global Experiences. A link to the application form can be

found on the Padnos Center for Global Experiences' website: www.gvsu.edu/pcge (under “Faculty/Staff”).