

Courses Involving Travel Expenses

In courses for which students pay additional travel expenses (beyond normal tuition, room and board), such as Cross-Cultural Study Tour courses, students must sign an academic release form (available to faculty in the Office of External Programs), which certifies the recognition that the course involves additional expenses. For Cross-Cultural Study Tour courses or any other courses taught entirely off campus for which a deposit must be paid by the student prior to enrollment, it is recommended that students be asked to sign the academic release forms at the time of the deposit. The signed release forms must be filed in the Office of External Programs by the faculty member prior to departure from campus.

As per the instructions given for Course Field Trips in Community of Educators Handbook Section 8.11, students participating in a Cross-Cultural Study Tour Course or any other courses taught entirely off-campus must also sign a liability release form, and the faculty member must file an itinerary prior to departure from campus.