

Instruction and Educational Program

A. Educational Program

6217 Travel Study Programs

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration by the college Vice-President for Academic Services. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on-campus classes.

1. Program Approval

- a. Board Approval - Each travel study program shall be approved by the Board of Trustees. Authorization of travel outside the US may be revised in time of war or regional conflict.
- b. Contract Approval - All program arrangements shall be included in a written contract prepared by the college Office of Academic Services and approved by the Vice Chancellor of Business Services.

2. Insurance and Liability

- a. Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District with a valid certificate of insurance for each course or program naming the District as additional insured with a single limit of liability of not less than \$1,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the District's Business Office. The certificate shall be submitted with the executed contract to the Vice-Chancellor of Business Services prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified by the District. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.

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- b. Release - All participating students shall complete a District "Field Trip and Travel Study Program Release" form holding the District harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.
- c. Student Returning Independently - Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

3. Fiscal Components

- a. Funding of Programs - Travel study programs may be funded by several means:
 - 1) Credit classes may be funded as part of the regular budget. Such provisions shall be included in the executed contract between the District and contractor.
 - 2) Fee-based classes will be funded entirely by student fees.
 - 3) Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the District and the contractor.
- b. Contracting Agencies - Contracting agencies must meet criteria established by the District in regard to general content of a program, including financial obligations and arrangements, program costs, contingency provisions for emergencies, scholarships for students, types and quality of transportation provided, meals, housing and facility arrangements, and staff assistance and supervision.