



NOVA SOUTHEASTERN UNIVERSITY
University Policy

- Administrative Area(s):** Administration, Academic Units, and Administrative Units
- Applicability:** Deans, Directors, Department Heads, Faculty, and Administrative Staff
- Scope:** University-Sponsored Student Travel Policy
- Date:** November 19, 2024
- Revised:** December 12, 2024
- Publication Requirement:** Office of the Provost/Academic Affairs
- Purpose:** To establish guidelines that address the safety, well-being, and accountability of students participating in off-campus, university-affiliated activities.

I. DEFINITIONS

University-Sponsored (Curricular and Extracurricular) Student Travel: Any excursion or travel organized or supported by the University for its students, including but not limited to cultural exchanges, volunteer projects, and/ or recreational/social outings. This does not include University-sponsored athletic competitions through the Athletic department or University School events.

Level 1 Trips: Any domestic travel with low-risk activities and educational purposes; or social events within the tri-county area. *Low risk activities* typically refer to excursions or events with minimum potential for harm or danger to participants, often involving, but not limited to, structured and supervised activities such as guided tours, museum visits, cultural exchanges, or group meals.

Level 2 Trips: Any domestic travel involving moderate-risk activities or academic pursuits requiring specialized supervision; domestic travel involving social events outside of the tri-county area; or international travel with educational purposes to destinations with Level 2 travel advisories and lower as issued by the United States Department of State Bureau of Consular Affairs. *Moderate risk activities* usually involve a moderate level of potential harm or danger to participants. These activities may include, but are not limited to, outdoor adventures such as hiking, snorkeling, or zip-lining, as well as visits to areas with known safety concerns or challenging environments.

Level 3 Trips: Any international travel involving high-risk activities or destinations or international travel involving social events. *High risk activities* usually involve, but are not limited to, extreme sports such as rock climbing, white-water rafting, or bungee jumping, as well as expeditions to remote or hazardous locations, including any destinations with Level 3

travel advisories as issued by the United States Department of State Bureau of Consular Affairs.

Level 4 Trips: No University-Sponsored Student Travel may occur to destinations with a Level 4 travel advisory as issued by the United States Department of State Bureau of Consular Affairs.

II. POLICY

This policy establishes guidelines and procedures for seeking approval for University-Sponsored Student Travel. No University-Sponsored Student Travel may occur without abiding by the procedures below and receiving appropriate approval. Prior approvals may be rescinded due to changing circumstances including but not limited to travel advisories.

No University-Sponsored Student Travel may occur to destinations with a Level 4 travel advisory as issued by the United States Department of State Bureau of Consular Affairs.

University-Sponsored Student Travel will be categorized into levels based upon the trip's educational or social purpose and destination:

1. **Level 1 Trips:** requires approval from the college dean or the Vice President of Student Affairs. Approval for level 1 trips may be submitted and approved in an expedited timeline and waive the 60-day notice at the discretion of the Dean or VP.
2. **Level 2 and Level 3 Trips:** requires approval from the NSU President or designee.
3. **Level 4 Trips:** not allowable

III. SCOPE

This policy applies to all University-Sponsored Student Travel, whether domestic or international, organized or supported by any department, organization, or group affiliated with the University.

IV. PROCEDURES

To seek approval for Levels 1-3 travel, trip organizers must:

1. Submission of Trip Proposal:
 - Trip organizers must submit a detailed proposal including:
 - Department Organizer
 - Type and number of students participating
 - Identification of Faculty Attendees
 - Purpose of the trip including any educational objectives
 - Destination and proposed itinerary
 - Risk assessment and safety measures; and
 - Budget and funding sources
 - Proposals must be submitted at least 60 days before the planned trip date.
2. Trip organizers must notify NSU's Office of Risk Management of travel plans.

3. Review and Assessment:

- The appropriate approving authority will review the proposal based upon the trip's level of approval.
- Considerations will include educational value, level of risk, safety measures, alignment with university core values and mission, fiscal responsibility, and appropriate use of available resources.
- NSU's Contract Management and Signatory Authority Policy must be followed prior to executing any agreement on behalf of NSU. Inquiries regarding the policy can be directed to NSU's Office of Legal Affairs at legal@nova.edu.

4. Approval Notification:

- Trips organizations will receive notification from the appropriate level of approval once the review and assessment above has been conducted.
- No university-sponsored student travel may occur until approval is received in writing from the appropriate approver.
- Once approval is received, trip organizers must follow all applicable policies related to the travel.



Harry K. Moon, M.D.
As President Elect



Ronald J. Chenail, Ph.D.
As Provost and Executive Vice President for
Academic Affairs

November 21, 2024

Date

November 21, 2024

Date