

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL POLICY</p>	<p><i>Faculty-Led Field Trip & Travel Risk Management</i></p>	<p>EFFECTIVE DATE: 2014/07/30</p> <p>REVISION HISTORY: <i>New Policy</i></p>
<p>RESPONSIBLE OFFICES: <i>Professional Studies and Continuing Education; AVP for Finance</i></p>	<p>POLICY OWNER: <i>Director, Professional Studies and Continuing Education; AVP for Finance</i></p>	<p>SUPERSEDES: <i>N/A</i></p>

PART 1. RATIONALE

Field trips and other forms of faculty-led travel are an important part of the college experience and provide valuable learning opportunities for students. Safety, risk, and liability issues, however, necessitate the adoption of written policies and procedures for field trips and other forms of faculty-led travel in order to provide maximum protection for students, faculty, the college, and its governing board. This policy is meant to promote safety and reduce risk and liability for all concerned.

PART 2. SCOPE

- A. This policy shall apply to all college-sponsored off-campus academic field trips or travel involving students and for which the responsible faculty member accompanies the students, including field trips or travel within the following parameters:
1. Course-based field trips. The trip could be either a required or optional part of a course or the course itself.
 - a. International
 - b. Domestic
 - i. Local (no overnight stay)
 - ii. Non-local (overnight stay necessary)
 2. Non-course-based field trips
 - a. International
 - b. Domestic
 - i. Local (no overnight stay)
 - ii. Non-local (overnight stay necessary)
- B. Exclusions -- This policy does not apply to the categories of travel listed below; however, such travel may be governed by separate policies promulgated by the sponsoring unit.
1. Off-campus student travel under the auspices of any unit within the Division of Student Affairs including, but not limited to, Intercollegiate Athletics and Student Activities
 2. Off-campus learning activities requiring travel where faculty do not arrange travel or travel with students (e.g., internship, service learning, practicum, fieldwork)

3. Any learning activity that requires the on-site supervision of students by a faculty member (e.g., nursing clinical placements, local field study) but for which faculty and students do not travel as a group
4. Study abroad, National Student Exchange, or any such program where students are not accompanied by a faculty member
5. Non-academic off-campus student travel under the auspices of Student Community Government or any student organization, even if accompanied by a faculty member or advisor
6. Off-campus student travel under the auspices of the Henry Barnard School
7. Off-campus travel, professional or personal, by one or more faculty or staff members, even if traveling together, as long as students are not on the trip

PART 3. DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

academic program	Coursework in fulfillment of degree requirements
ADA	Americans with Disabilities Act , a federal law enacted in 1990 that prohibits discrimination based on disability; builds on language from Section 504, Rehabilitation Act of 1973
course-based field trip	Any faculty-led off-campus travel that is a required or optional part of any transcribed academic activity offered for college credit or Continuing Education Units (CEU)
documented disability	Under the ADA, students with disabilities are responsible for documenting them with the college Disability Services Center . This documentation, which is a confidential record, establishes the disability and also provides adequate information on the functional impact of the disability so that accommodations can be identified and provided.
non-course-based field trip	Any faculty-led college-sponsored off-campus academic travel activity that is not transcribed
participating students	Students who are registered at Rhode Island College either full or part time, whether as undergraduates, graduate students, or students registered for continuing education or certificate courses, and are participating in an academic field trip/travel experience
reasonable care	The level of care that someone of ordinary prudence would exercise under a given set of circumstances
Section 504, Rehabilitation Act of 1973	Federal law that prohibits discrimination based on disability; predates enactment of ADA
trip leader	Normally, the academic field trip/travel leader who is a faculty member assigned to teach the course for which the field trip is a required or optional component. In some cases, the trip leader will be a faculty member who is supervising students not taught by the faculty member but who, nonetheless, is responsible for the student's off-campus academic experience.

PART 4. STATEMENT OF POLICY

A. Course-based field trips (required or optional)

Any field trip that is a required or optional component of a course should be described in the class syllabus and discussed in class during the add/drop period so that students understand the relationship of the trip to the course before making the registration commitment. The detail should include, at minimum:

1. information about date(s), time, location, means of transportation, and any costs for which a participating student is responsible
2. a description of the academic purpose of the travel
3. for international travel, any required travel documents, including a [valid passport and visa\(s\)](#)
4. for international travel, any required or recommended [immunizations](#)

B. Non-course-based field trips

In order to qualify for coverage by the college's insurer, any faculty-led organized travel experience that is not associated with a transcribed course must be offered as a sponsored travel activity requiring participant registration through the college's Office of Professional Studies and Continuing Education. The Office of Professional Studies and Continuing Education will assist faculty and participants in this process.

C. Additional requirements applicable to all faculty-led field trips

1. Each faculty-led academic field trip/travel experience shall have a designated leader. Normally, this individual is either the instructor of the course under which the field trip/travel is conducted or the director of or advisor for the co-curricular activity for which the travel is arranged. In all cases, the trip leader will accompany the student(s) throughout the field trip.
2. The only authorized field trip participants are college faculty, staff, registered students, and community members who have registered for the field trip.
3. No minor, other than a registered student at Rhode Island College, may participate in any faculty-led field trip.
4. Any promotional materials for the field trip/travel experience must also include a disclaimer on potential hazards to participants.
5. For overnight or international travel, trip participants must be pre-screened by the trip leader. Criteria must extend beyond proficiency or talent. In order to protect the quality of the experience for all participants, maturity and cooperation are essential. Therefore, any student found responsible for violating the Student Conduct Code and subject to any sanction shall normally be ineligible to participate.
6. Legal obligations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 to reasonably accommodate students with documented disabilities and provide equal access to the curriculum must be considered. If the travel is a course requirement, the faculty member shall consult with the Disability Services Center as needed to provide reasonable accommodations or an alternative assignment or activity for those students with documented disabilities who cannot participate.

7. All participants, including non-students, must complete, accept, and sign an [Academic Field Trip/Travel Participant Agreement and Emergency Contact Information](#) form.
8. A pre-trip orientation, conducted by the trip leader, is required for all participants. The trip leader shall keep a record of those in attendance at the orientation and is responsible for ensuring that all participants have received the orientation.
9. During the trip, trip leaders are responsible for the exercise of reasonable care for student participants (see duties, Part 5A, below).

D. Additional requirements applicable to international travel:

1. All international travel subject to this policy must have prior approval of the Vice President for Academic Affairs.
2. Field trips and faculty-led academic travel are prohibited to any international destination listed on the U.S. Department of State's [Travel Alert](#) or [Travel Warnings](#) list or for destinations listed as "[Warning Level 3, Avoid Nonessential Travel](#)" by the Centers for Disease Control and Prevention.
3. The trip leader is required to enroll all participating faculty, staff, and students in the U.S. State Department's [Smart Traveler Enrollment Program](#) (STEP). (It is recommended that the trip leader open one single account for enrollment of all participants.) The trip leader must submit confirmation of enrollment to the director of Professional Studies and Continuing Education prior to travel. STEP provides vital information to the U.S. Embassy or Consulate in the destination country so that they can respond quickly in the event of an emergency.
4. All participants must have travel insurance coverage. The college provides certain forms of coverage, such as would be necessary for emergency evacuation of participants. Other provisions and the amount of such coverage shall be established by the Assistant Vice President for Finance. The Assistant Vice President for Finance will provide the director of Professional Studies and Continuing Education with confirmation of insurance coverage prior to travel.

E. Transportation regulations for all faculty-led field trips and travel

1. While the college is not obligated to provide transportation to, from, or during an activity, when the provision of transportation is made, college-sponsored academic field trips/travel must engage public carriers or private charters from an approved vendor that possesses all necessary licenses and liability insurance.
 - a. The vice president for administration and finance may grant an exception to part 4, § E.1 under the following conditions:
 - i. Operation of a college-owned or leased vehicle, or vehicle rented in the college's name for approved domestic travel, is limited to college employees.
 - ii. The employee's motor vehicle record will be secured and must be acceptable under the college's insurance carrier requirements.
 - iii. The vehicle operator must be approved by the operator's vice president.

- iv. All rental vehicles must be arraigned through the college's accounting office to ensure necessary insurance coverage.
 2. Participants are not permitted to operate a motor vehicle while on any college-sponsored field trip or travel; this restriction does not apply to local trips where students provide their own transportation.
 3. In all instances of participant-provided transportation, students should be given notice that the driver's private vehicle insurance is primary coverage for any injuries to passengers and/or any property damage. The [State of Rhode Island](#) requires minimum coverage of \$25,000 per person/\$50,000 total per accident for bodily injury; minimum property damage coverage is \$25,000 per accident.
- F. All policies, rules, and regulations that would normally apply to participants, including leaders, on the campus of Rhode Island College will also apply for the duration of the travel experience. These policies, rules, and regulations include but are not limited to:
 1. College [policy on alcohol and illegal drugs](#), which states, in part: "The unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol is prohibited on college property and/or while on official duty and/or as part of any college activity." This policy applies to all participants on a college-sponsored academic field trip/travel experience.
 2. College policy on [illegal harassment](#), including sexual harassment.
 3. College policy on non-discrimination ([Equal Opportunity/Affirmative Action](#)).
 4. College [Statement on Personal Relationships](#).
 5. All complaints concerning alleged violation of these or any other policies, rules, or regulations shall be documented by the trip leader and communicated immediately to the [Office of Student Life](#) (for complaints involving students) or the [Office of Human Resources](#) (for complaints involving a college employee). For allegations of discrimination or illegal harassment, an [Incident Report Form](#) should be filed as soon as possible. Other complaints may be addressed through the college's [Complaint Resolution Policy](#) as soon as practicable.
- G. If a private contractor, such as a tour company, is to be engaged to provide services for the trip, the contractor must carry appropriate liability insurance.
- H. Exceptions to this policy: on occasion, circumstances may occur so that exceptions to this policy may be necessary, expedient, and/or beneficial. In such cases, the trip leader must contact the Vice President for Administration and Finance and the Vice President for Academic Affairs.

PART 5. PROCEDURES

- A. Duties of the trip leader:
 1. As early as possible prior to the date of planned departure, complete the online [Faculty-Led Academic Field Trip/Travel Request](#) form that includes the sponsoring organization, academic department and/or program affiliation, trip leader and contact information, title of activity, start and end dates, itinerary, and any other pertinent scheduling information, registration deadline, fees, target population(s), and any restrictions on participation.

- a. *Faculty-Led Academic Field Trip/Travel Request* – required approvals and notifications:
 - i. approvals by the appropriate department chair and dean are required for all travel subject to this policy
 - ii. a travel request approved by the chair and the dean is then submitted to the Director of Professional Studies and Continuing Education (not for approval, but to assist in providing administrative support)
 - iii. for overnight or international travel, a travel request approved by the chair and the dean must also be submitted to the Assistant Vice President for Finance (not for approval, but as a notification of the upcoming activity for liability purposes)
 - iv. for international travel, approval of the Vice President for Academic Affairs is required

2. Ensure adequate supervision for the number of students involved and for the nature and duration of the trip (see Part 6, §B.1 of this policy).
 - a. Make arrangements for at least one on-site back-up leader in case the trip leader becomes unavailable for any reason. Depending on the circumstances of the trip, the back-up may be any responsible adult. The back-up trip leader is to be designated on the *Faculty-Led Academic Field Trip/Travel Request* form.

3. Develop protocols and contacts for emergency situations (see Part 5, §G and H of this policy).

4. Provide any necessary accommodations for students with documented disabilities or those with special needs.

5. Possess, or arrange to obtain, a cellular/mobile phone and appropriate charging device for use on the trip. For international travel, ensure that the communications device is capable of reaching the college from the trip site. This recommendation does not preclude the use of other forms of communications when the use of the alternate means is more viable.

6. Be reasonably prepared to respond to emergencies while on a field trip, to the same extent as would be appropriate on campus.

7. Understand the extent of liability insurance coverage that the college holds, who is covered, and the circumstances under which coverage would apply. Insurance information is available from the Assistant Vice President for Finance.

8. Provide to Health Services a list of all expected participants; this list will allow the office to determine if any forms have not been submitted.

- B. Materials/records to be submitted by the trip leader to the director of Professional Studies and Continuing Education before travel:
 1. Copies of all pre-trip orientation materials and course materials given to participants
 2. Copies of student-completed *Academic Field Trip/Travel Participant Agreement and Emergency Contact Information* forms

3. Confirm with College Health Services that all participants have submitted *Confidential Health History* forms and provide that confirmation (not the forms) to the PSCE director.
- C. Pre-trip mandatory orientation for all trips. (ref. Part 4, §H)
1. Provide participants with:
 - a. a complete written itinerary
 - b. educational objectives for the trip
 - c. assignments to be carried out on the trip, if any
 - d. activities planned for the trip
 - e. dates and times of travel
 - f. locations to be visited
 - g. modes of transportation for those components that are pre-arranged for the group
 - h. route
 - i. significant rest and meal stops
 - j. lodging, if relevant
 - k. emergency procedures, including communication and reporting protocol for problems
 - l. rules of conduct on the trip
 - m. any other information that participants should know about the trip
 2. Provide participants with prior notice of any safety hazards as identified by [a U.S. Department of State. travel advisory](#) or health hazards as identified by the [World Health Organization](#) or [Center for Disease Control](#).
 3. Provide participants with prior notice of any expected environmental conditions that would require certain clothing or other items (e.g. raingear, appropriate footwear, sunscreen, insect spray, sunglasses).
 4. Inform participants that, while on the field trip, as on campus, all travelers must comply with all federal, state, and local laws, as well as applicable college policies, including policies on student conduct; possession or consumption of alcohol; possession, use, or sales of controlled substances; possession or use of weapons; smoking; illegal gambling; and harassment of any kind. Review reporting procedures and consequences of non-compliance. See the [RIC Student Handbook](#) for details on laws, college policies, and non-compliance issues as they apply to students.
 5. If the field trip involves the use of specialized equipment, such as safety equipment, training must be provided to participants prior to departure.

6. Remind participants to bring proper identification, including a drivers' license, college ID, medical coverage card and, if applicable, a valid passport and visa(s).
 7. Encourage participants to bring mobile/cell phones with them and any necessary charging devices.
 8. Advise students to bring any personal prescription or non-prescription medications that they may require for the trip. If the trip is lengthy, advise participants to obtain a physician's documentation for any critical medications.
 9. Ensure that all participants complete and sign the [Academic Field Trip/Travel Participant Agreement and Emergency Contact Information](#) form. The trip leader will retain a printed summary of the contact information for use during the field trip. Original forms must remain in the custody of the college for not less than three years.
 - a. Generally, only participants in trips involving an overnight stay are required to complete, sign, and submit a [Confidential Health History](#) form. However, depending on the nature of the trip, the college may require participants to complete, sign, and submit the form for certain trips that do not require overnight stay.
- D. In addition, for overnight trips the following topics are to be discussed at the mandatory pre-trip orientation.
1. Discuss in detail any potential crime and/or safety risks at the scheduled destination(s).
 2. Discuss travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
 3. Explain expected standards of behavior during any free or unstructured time.
 4. Have participants complete, sign, and submit to RIC Health Services the [Confidential Health History](#) form.
- E. In addition, for international trips the following topics are to be discussed at the mandatory pre-trip orientation.
1. Provide background information on cultural norms that may be unfamiliar to participants, including speech, dress, behavior, and any potential discrimination that may be encountered.
 2. Discuss any laws that may pertain to trip participants that differ significantly from those in the U.S., including laws pertaining to alcohol and illegal substances. Explain the consequences of violation of laws in the host country.
 3. Discuss safe practices for the consumption of food and drink.
 4. Provide current health and safety information for the host country, with particular emphasis on the prevalence of diseases rarely encountered in the U.S., how they are contracted, and what precautions are necessary for prevention. This information can be found at the [Centers for Disease Control and Prevention](#) website. Additional information is available from the [World Health Organization](#).
 5. Identify health and safety products or services that may not be available at overseas locations.

6. Inform participants that they must have acquired necessary travel documents, insurance, and immunizations and must complete, sign, and submit to Health Services the [Confidential Health History](#) form.
 7. Explain any special transportation risks and precautions within the foreign country.
 8. Provide information about emergency medical assistance, emergency evacuation, and repatriation procedures.
 9. Review procedures for departure from the foreign country and re-entry to the U.S., especially legal requirements including, but not limited to, [items that may not be taken out of the host country or brought into the U.S.](#)
 10. Discourage participants from bringing items of value (e.g., jewelry, expensive watches).
 11. If travel is to a location where English is not the predominant language, distribute a sheet with key words/phrases so that all travelers can familiarize themselves with this important information well before the start of the trip.
- F. Upon arrival at the destination, provide a review of the most critical points of the pre-trip orientation. This review is vital because travelers are more likely to heed instructions when physically in an unfamiliar place in contrast to the safe and familiar confines of the classroom where the pre-trip orientation may have been held.
- G. Emergencies
1. In case of emergency, the trip leader is the responsible agent and must be prepared to respond appropriately.
 - a. Attending to matters of physical injury and/or personal safety is always the top priority.
 - b. The trip leader should know in advance whom to contact in the event of an emergency. Serious emergencies warrant an immediate call to 911 or other emergency number.
 2. [RIC Health Services](#) maintains copies of students' [medical records](#), the [Confidential Health History Form](#), and other pertinent records. In the event of an emergency in which this information is needed, contact Health Services immediately at (401) 456-8055.
- H. Reporting of Emergencies (email is often the most efficient and immediate means of notification)
1. The type of emergencies that would require contacting the appropriate designee at the college would include but are not limited to the following:
 - a. an incident involving death, serious injury, or a participant who is missing for any unusual period of time
 - b. hazardous conditions, civil unrest, or other serious unsafe circumstances may indicate an early return from the trip
 - c. a health or disciplinary matter that may result in the early return of a participant
 - d. an allegation of racial, sexual, or discriminatory harassment

- e. an official notice (subpoena, warrant) is received or a participant has been arrested or detained by local authorities
 - f. the program receives notice that litigation has been threatened or filed
 - g. an incident occurs that might trigger insurance coverage
 - h. the trip leader receives an inquiry from the news media
2. As soon as possible after learning of the existence of an emergency, and after trained medical/safety personnel have arrived on the scene to attend to any health or safety matters, the trip leader should immediately contact the [RIC Security and Safety Department](#) and report the incident. The department is staffed 24 hours a day, seven days a week and may be reached at 401-456-8201. For international calls, the number is +(exit code of country from which call is placed)-1-401-456-8201.
- a. Upon notification of an incident, the Security and Safety Department will contact each of the following offices by email and by telephone:
 - i. President (401-456-8101, presoff@ric.edu)
 - ii. Vice President for Academic Affairs (401-456-8003, rpitt@ric.edu). The Vice President for Academic Affairs will notify the appropriate dean and department chair.
 - iii. Vice President for Administration and Finance (401-456-8200, vpaf@ric.edu)
 - iv. Vice President for Student Affairs (401-456-8123, vpsa@ric.edu)
 - v. Vice President for Advancement and College Relations (401-456-8105, vpca@ric.edu)
 - vi. Associate Vice President, Professional Studies and Continuing Education (401-456-8990, jgiroux@ric.edu)
 - vii. Director of Professional Studies and Continuing Education (401-456-8428, ddelgiudice@ric.edu)
 - b. The aforesaid officials shall notify any other college official within their respective divisions/offices as they deem necessary, while maintaining confidentiality to the extent possible.
3. Trip leaders should not communicate directly with the students' emergency contact listed on the Academic Field Trip/Travel Participant Agreement and Emergency Contact Information form. Depending on circumstances, the initial contact will be made by the Vice President for Student Affairs, the Dean of Students, or the RIC Security and Safety Department.
4. If the incident involves illegal activity (e.g., theft, assault, motor vehicle violations, accidents involving negligence), the trip leader should make a report to the police of local jurisdiction.
5. Make statements only to authorized agencies and limit statements to the known facts when completing reports.

PART 6. GUIDELINES

- A. It is suggested that trip leaders take a copy of this policy document with them on the trip to use as a reference.
- B. Transportation
 - 1. The use of 15-passenger vans is strongly discouraged.
- C. Supervision on field trip:
 - 1. Normally, there should be one faculty or staff member for every 12 students, but this may vary depending on the nature of the trip.
 - 2. At every stop, take a roll call or head count prior to resuming travel. Where appropriate, institute a buddy system.
 - 3. If there are supervisors on the field trip in addition to the trip leader, each supervisor should be in possession of the same participant records and documents as the leader and should be prepared to respond to emergencies in the event that the leader is unable to do so.
- D. Orientation
 - 1. If appropriate, the trip leader should consider holding an orientation for parents/guardians/families of the participants.
 - 2. For the pre-trip participant orientation, trip leaders may find it helpful to invite past participants to offer their thoughts and to answer questions from the perspective of a knowledgeable peer.
- E. For foreign travel, trip leaders might consider keeping all passports and visas in a safe place unless needed for travel. Other crucial documents, such as return flight passes, merit the same consideration. Lost or misplaced documents hold a significant potential for disruption of planned activities.
- F. Post-program
 - 1. For travel involving overnight stays, a post-trip evaluation will allow for students' assessments of their experience while it is still fresh in their minds; the evaluation also provides an opportunity for faculty and staff to assess academic content and logistics with an aim toward improvement and refinement of future travel experiences.

PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
Assistant Vice President for Finance	<ul style="list-style-type: none"> 1. Secure travel insurance coverage for all participants, faculty, and staff for each travel course/field trip 2. Confirm travel insurance coverage prior to travel with the trip leader and director of Professional Studies and Continuing Education
Director of Professional Studies and Continuing Education	<ul style="list-style-type: none"> 1. Serve as contact for all course-based and academic non-course-based field trips/travel 2. Create and maintain a PSCE Faculty-Led Field Trips and Travel Web page that includes all policies, guidelines, information and forms 3. If necessary, assist with creation of faculty-led travel courses (course-based and non-course-based) in the administrative system and provide trip leader and

	<p>prospective participants with instructions for online registration and payment</p> <ol style="list-style-type: none"> 4. Oversee and facilitate student registration and payment for all non-course-based faculty-led travel activities and provide non-course-based trip leaders with registrant information and updates 5. Accept and serve as custodian of copies of the following: pre-trip orientation materials; course materials and travel/lodging itineraries; the approved Faculty-Led Academic Field Trip/Travel Request forms; and student-completed Academic Field Trip/Travel Participant Agreement and Emergency Contact Information forms 6. Confirm completion of Confidential Health History forms prior to travel for all participants with the Office of College Health Services 7. Provide Assistant Vice President for Finance with roster of all participants, faculty and staff for each travel course/field trip and confirm travel insurance coverage prior to travel with the Assistant Vice President for Finance
Field trip participant	<ol style="list-style-type: none"> 1. Prior to Field Trip/Travel Course: <ol style="list-style-type: none"> a. Complete the <i>Academic Field Trip/Travel Participant Agreement and Emergency Contact Information</i> form b. Complete the <i>Confidential Health History</i> form and forward the form to RIC Health Services c. Register for or enroll in field trip/travel course 2. See Part 5.B.4 for additional responsibilities
Office of College Health Services	<ol style="list-style-type: none"> 1. Accept and serve as custodian of <i>Confidential Health History</i> forms 2. Confirm receipt of completed Confidential Health History forms prior to travel for all participants with the Office of Professional Studies and Continuing Education 3. Serve as contact in the event that the trip leader needs information contained within said form(s)
Security and Safety Department	<ol style="list-style-type: none"> 1. Initial college contact in the event of an incident or emergency 2. Responsible for contacting the offices of the President, Vice Presidents, and the director of Professional Studies and Continuing Education in case of an incident.
Trip leader	Please refer to specific responsibilities indicated in Parts 4, 5, and 6
Vice President for Academic Affairs	<ol style="list-style-type: none"> 1. Policy dissemination to schools, departments; inclusion in faculty publications 2. In conjunction with the Vice President for Administration and Finance, hear all requests for exceptions to this policy and grant exceptions as circumstances allow
Vice President for Administration & Finance	<ol style="list-style-type: none"> 1. In conjunction with the Vice President for Academic Affairs, hear all requests for exceptions to this policy and grant exceptions as circumstances allow 2. Consider requests for operation of college-owned, leased, or rented motor vehicles by employees on domestic faculty-led field trips/travel

PART 8. CONTACTS

Subject	Office or Position	Telephone Number	E-Mail
Administrative support for course- and non-course-based faculty-led travel	Director of Professional Studies & Continuing Education	(401) 456-8428	ddelgiudice@ric.edu
Consideration of requests for policy exceptions	Vice President for Academic Affairs and Vice President for Administration and Finance	(401) 456-8003 - VPAA (401) 456-8200 -VPAF	rpitt@ric.edu vpaf@ric.edu
<i>Confidential Health History</i> forms	College Health Services	(401) 456-8055	lwachtel@ric.edu
Incident reporting	Security and Safety Department	(401) 456-8201	Security@ric.edu
Policy clarification	Vice President for Administration and Finance	(401) 456-8200	vpaf@ric.edu

PART 9. POLICY ENFORCEMENT

Violation(s)	Failure to abide by requirements listed in Part 4
Potential consequences	Potential hazards for students and other participants; potential liability for faculty/trip leader, other trip supervisors, the college, and its governing board
Where to report violations	Vice President for Administration and Finance

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

Form, Template, or Document
2013-2014 RIC Student Handbook
<i>Academic Field Trip/Travel Participant Agreement and Emergency Contact Information</i> form
Centers for Disease Control and Prevention destination list for “Warning Level 3, Avoid Nonessential Travel”: http://wwwnc.cdc.gov/travel/notices
<i>Confidential Health History</i> form
<i>Faculty-Led Academic Field Trip/Travel Request</i> form
Guidelines for Responsible Study Abroad, Council on international Educational Exchange, 1998
Immunizations: http://wwwnc.cdc.gov/travel/destinations/list
Passport/Visa Information: http://travel.state.gov/travel/tips/tips_1232.html
Rhode Island College Student Conduct Code
Smart Traveler Enrollment Program (STEP): https://step.state.gov/step/
U.S. Department of State’s information on items that may not be taken out of the host country or brought into the U.S.: http://travel.state.gov/travel/tips/tips_1232.html#customs
U.S. Department of State’s <i>Travel Alert</i> list: http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html
U.S. Department of State’s <i>Travel Warnings</i> list: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html