

Minnesota State University, Mankato University Policy

Policy Name: University-Sponsored Student Travel	Effective Date 8/1/2025
Custodian of Policy: Vice President for Student Affairs and Enrollment Management	Last Review 9/2024
Date of Adoption	Next Review 9/2030

DRAFT: University-Sponsored Student Travel

(Formerly University Sponsored Education Abroad and Away Programs policy)

Introduction and Purpose:

Minnesota State University, Mankato encourages field experiences and opportunities for students to travel for academic, scholarly, engagement, outreach and other high-impact activities as student travel and field experiences enhances the student learning experience. This policy provides the framework for planning and executing field trips and other student travel both domestically and internationally while managing the risks associated with travel.

The types of activities and events covered by this policy include academically related travel, such as field trips, faculty-led programs, meetings and conferences of academic organizations where a student is attending/participating due to their affiliation with the University, and co-curricular travel, such as recreational sports club or registered student organization trips, and other travel related to programs that are not purely for academic related purposes.

This policy applies to travel that is sponsored by a unit of the university, a registered student organization or financed by university funds (including grant funding) and will apply to all such trips whether occurring during the academic year, during the summer or on university holidays and breaks.

This policy does not apply to travel undertaken by students to a clinical site, student teaching or internships with non-university entities; athletic team travel for teams in the MNSU Athletic Department. Travel undertaken by students who are employees in their capacity as employees working for the university is not covered by this policy and will be handled in the same manner as employee travel. All program leaders must demonstrate access to on-site logistical support, and are subject to Minnesota State Colleges and University Board of Trustees Policies 1A.10 (Emergency Management), 5.19 (Travel Management) and related procedures.

All participants on University sponsored travel, with the exception of the leader(s), must be enrolled at the University and registered for a minimum of one credit. The program leaders'

primary responsibility for the duration of the program is the educational experience, safety, and health of students. Minnesota State Mankato's administration reserves the right to cancel travel or program at any time. Cancellations due to unforeseen circumstances will result in the refund of tuition and fees subject to established University and/or vendor procedures, as applicable.

Additionally, University sponsored education abroad and away programs (*faculty-led programs*) are subject to the same curricular processes as all other course offerings

If a Minnesota State Mankato student does not meet the minimum requirements for participation in a university sponsored travel program, the student may file an appeal. An appeals committee will render a decision in a timely manner.

All travelers must carry health, accident, and repatriation insurance. If required by the course curriculum, students must also carry student professional liability insurance. All programs must include, and all travelers must attend, a pre-departure health and safety orientation. Travelers under 18 years of age must receive written, parental consent and the parent or guardian must attend the pre-departure health and safety orientation. All travelers are subject to the Minnesota State Mankato's Statement of Student Responsibilities and subject to Minnesota State Colleges and University Board of Trustees Policies 1A.10 (Emergency Management), 5.19 (Travel Management) and related procedures.

Rationale: Minnesota State University Mankato promotes learning in service to the global community by providing academically challenging, geographically diverse, and safe international learning opportunities for students. This policy provides guidance to University departments, in undertaking University-sponsored student travel programs, and to students seeking educational opportunities in those programs. The principles guiding this policy include: integration within the curriculum, partnerships with institutions abroad, concern for the health and safety of all participants, and an emphasis on affordability.

Definitions:

- a. **Academically Related Travel:** A course-related activity that occurs off-campus as part of the regular curriculum of an academic unit for which credit is awarded or meetings and conferences of academic organizations where a student is attending/participating due to their affiliation with the University or other similar travel related to the academic curricula or sponsored by an academic department or college.
- b. **Co-Curricular Travel:** Any student travel sponsored by a unit of the university, a registered student organization (RSO) or financed by university funds (including grant funding) that that is not part of a regular academic curriculum or academically related, such travel to activities by recreational sports clubs, registered student organization, community engagement programs.
- c. **Faculty-Led Programs:** (See Academically Related Travel).
- d. **Sponsoring Unit:** Any college, department, registered student organization, or other entity which sponsors a program that results in student travel or any entity which uses university funds to pay for MSU students to travel.

- e. **Student:** For purposes of this policy, student means any undergraduate or graduate student who is currently registered, regardless of enrollment designation (e.g., full or part-time, degree or non-degree seeking/auditor) including university break periods.
- f. **Trip Coordinator:** Any student group travel (3 or more students) sponsored by the university must have a trip coordinator who is responsible for compliance with the requirements of this policy. Only a registered student, or university employee, may act as a Trip Coordinator and the Trip Coordinator **must be in attendance on the entire trip.** [confirm with RSO office if screened student leader can be designated as trip coordinator].
- g. **Sponsoring Unit Contact Person:** A person designated by the sponsoring unit who remains on campus but acts as a point of contact for the trip coordinator, faculty or students who are traveling.
- h. **Student Group Travel:** Travel that will involve 3 or more students in one trip.