

**Directive Number XXX
March XX, 2015**

TO: College Presidents

RE: STUDY ABROAD AND INTERNATIONAL TRAVEL PROGRAMS

This Chancellor's Directive is designed to provide additional guidance and support to College Presidents with implementation and compliance of Administrative Regulation (AR) E-19.

Primarily, the District is concerned with the health and welfare of faculty and students participating in Study Abroad and International Travel Programs offered by the Colleges throughout the District. College Presidents have responsibility to provide programs that are safe, meaningful, and fulfill the mission of the District and its Colleges.

In an effort to provide safe programs, the District is requiring all study abroad programs and international travel programs to meet specified criteria as outlined in Administrative Regulation E-19, and on the attached document, including meeting United States, Department of State (State Department) criteria. Such Study Abroad and International Travel programs shall only include such locations not then under a State Department Travel Warning and/or Travel Alert.

The District's Human Resources Office, Risk Management Division (liability insurance unit) will provide direct support to College Presidents regarding searching and reviewing State Department travel warnings and travel alerts for specific locations of study, as proposed by the College President(s). The Office of Human Resources, Risk Management Division (liability insurance unit) will be supported by Office of General Counsel, in providing direction and guidance to College Presidents with implementation of Administrative Regulation E-19.

LOS ANGELES COMMUNITY COLLEGES ADMINISTRATIVE REGULATION E-19



TOPIC: TRAVEL STUDY PROGRAM

A travel study program entails travel to a foreign country with a credit course component. Under travel study programs, a college may be required to:

1. Provide funding for the instructor.
2. Enroll students in the prospective classes.
3. Provide financial aid for qualified students.
4. Name an administrative office to provide support for the instructor(s) and program.

The following guidelines must be followed for travel study programs:

1. LOCATION REQUIREMENT: All desired program locations for foreign travel and study abroad should not be listed on the United States Department of State website for Travel Warnings and Travel Alerts. Any desired location (foreign country) that is listed on the State Department web site as having a **Travel Warning** will not be an approved location for study abroad programs, nor international travel programs.

In the event the desired location is listed with a **Travel Alert**, such further inquiry as may be required to identify the specific location of desired study abroad or international travel shall be undertaken by the College Presidents (as may be delegated), ~~and~~ in conjunction with the District Risk Management (Liability unit) to assist in confirming acceptable locations for study abroad and international travel locations. An acceptable location is a foreign country not listed with Travel Warning nor a Travel Alert by the United States Department of State.

US State Department website:

<http://travel.state.gov/content/passports/english/alertswarnings.html>

2. **CONTRACTOR REQUIREMENT:** All program arrangements shall be provided by an independent, third party contractor who can meet the terms of the District's travel study contract.
3. **SELECTION OF CONTRACTORS:** When a program is planned in an area and/or with an itinerary that may be provided by numerous organizations (i.e., Western Europe, Mexico) proposals shall be requested from organizations satisfying specified criteria. Proposals will be judged on the basis of lowest cost to students, scholarship provisions, and assurance that provisions will be met by the contractor.
4. **CONTRACT APPROVAL:** All program arrangements shall be included in a written contract developed by the District Contracts Office and reviewed by the Office of General Counsel for compliance with the law and Board policies prior to class departure. All contracts must be approved by the Board of Trustees.

5. **INSURANCE AND LIABILITY**

- a. **Liability Insurance Provided by Contractor:** Liability Insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District's Contracts Office with a valid certificate of insurance for each program naming the District as additional insured with a single limit of liability of not less than \$2,000,000, with evidence that the policy covers the worldwide exposures of the travel study program, and coverage applies in the foreign jurisdictions where the program will be held. The certificate shall be submitted with the executed contract to the Contracts Office, Los Angeles Community College District, prior to commencement of the program.
- b. **Indemnity Obligations of Contractor:** In addition to the insurance requirement, the contractor shall also agree to hold harmless, defend, and indemnify the District, in a form determined by the District's Contracts Office.
- c. **Accident, Trip Cancellation, Lost Baggage Insurance for Students/faculty, Repatriation, Emergency Medical, Emergency Reunion, Political Evacuation & Repatriation Benefit War Risk Coverage, Accidental Death and Dismemberment, Kidnap & Extortion :** All participating students and faculty shall be required by the contractor to

secure insurance as indicated above, 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.

d. **Release:** All participating students shall complete a "Excursion/Field Trip" 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.

e. **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 form. Legal minors must have the signature of a parent or legal guardian.

5. **COLLECTION OF STATE APPORTIONMENTS**

If a college credit class is offered as part of a travel study program, state apportionment may be claimed in accordance with Title 5, C.C.R., Section 55220. However, no more contact hours may be generated than if the class were held on campus. Complete and accurate records of attendance shall be kept.

6. **ORIENTATION**

Instructor-leaders shall be required to participate in an orientation program for group leaders. Instructor-leaders will conduct a pre-departure orientation for the students prior to departure.

7. **PRIVATELY SPONSORED TRAVEL PROGRAMS**

Announcements of privately sponsored travel programs in which a District employee leads or participates shall not give the impression in any way that the program is sponsored by the District or College

Original Issue Date: November 4, 1977

Date of Changes: April 10, 2015

Initiated by: Educational Support Services

References: Board Policy Statement dated May 4, 1977, "Guide to the International Education Program"

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or

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employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.