

To: Faculty and Staff
From: Greg Hess and Jeff Huang
Re: Requirements for CMC-Sponsored Student Travel
Date: January 13, 2012

The purpose of this memo is to *remind and update* all CMC faculty and staff of CMC procedures for CMC-sponsored off-campus study and travel. With the proliferation of trips, courses, and programs outside of Claremont, this memo serves as a review of the college's safety policies and guidelines for off-campus study and travel. These policies apply to all *sponsoring departments, faculty, institutes, and offices that oversee student travel*. Updates to previous memo(s) are bolded below.

As used in this memo, the term "CMC-sponsored" refers to the following activities outside of Claremont that are organized, funded, and/or hosted by CMC departments, faculty, institutes, and/or offices: group or class trips, summer internships, study tours, off-campus courses and programs, athletic events, academic events, extracurricular events, and conferences.

The following procedures and policies for CMC-sponsored off-campus study and travel have been approved by the offices of the Dean of Faculty and the Dean of Students. *These regulations only apply to student travel, and do not apply to faculty or staff travel unless accompanying students on a trip.*

International Travel: The Center for Global Education will keep emergency contact information and maintain access to CMC's travel database for any student participating on a CMC-sponsored international experience. Additionally, the faculty-led Off-Campus Study Committee will give final approval for international travel destinations on any CMC-sponsored program based upon the approved travel policy (attached). **Please remember that CMC does not authorize student travel to regions of countries with a Travel Warning.**

Please follow these procedures:

1. The sponsoring or approving department, faculty, institute or office must send the following information to Kristen Mallory (kmallory@cmc.edu), Director, Center for Global Education, and Mary Spellman (mspellman@cmc.edu), Dean of Students:
 - Name of sponsoring department, faculty, institute or office.
 - Name(s) of participant(s) and destination(s).
 - Date(s) of travel.
 - Primary international contact information for this student/group/event, including name, email, and telephone number.
 - CMC faculty or administrator after-hours contact information including name and telephone number.
 - Alternate after-hours contact information including name and telephone number.

Dean Spellman will notify the sponsoring organization of any relevant DOS issues as they may relate to individual students

2. The CMC-sponsoring organization must ensure that each student is entered in CMC's online Travel Registration database at <https://www.cmc.edu/surveys/travel/> prior to departure.
3. In addition to any forms required by the sponsoring department, faculty, institute, or office, sponsors must have students complete the following forms (available through the Center for Global Education) and submit one copy to the Center for Global Education prior to departure:
 - a. *Short Term Assumption of Risk Form* (releasing CMC from liability)
 - b. *Short Term Student Health Insurance Form* (to be completed by policyholder, usually the parent)
 - c. *Short Term Student Emergency Contact Form*
 - d. ***Short Term International Emergency Health Insurance (iNext)***
 - Students sponsored for international **travel lasting less than four (4) weeks are required to purchase the Basic insurance policy.** Students may upgrade as they wish.
 - Students sponsored for international **travel lasting four (4) weeks or more are required to purchase the Platinum insurance policy.**
 - e. ***Print Screen of the Travel Registration database*** (<https://www.cmc.edu/surveys/travel/>) ***information input***
4. **Funds may not be disbursed and credit will not be approved until the Center for Global Education receives items a-e.** Upon receipt, a staff member of the Center for Global Education will notify the sponsoring department, faculty, institute, or office *and* Student Accounts *and/or* the Registrar that funds can be disbursed *and/or* that credit can be approved.

The Center for Global Education provides pre-departure, cross-culture and safety meetings. Please contact the Center for Global Education at (909) 621-8267 for meeting schedules.

Domestic Travel: For local travel *within* Southern California (defined as Santa Barbara to San Diego), the *Short Term Assumption of Risk* form is the only form required (Athletic teams are exempted from this form). For travel *beyond* Southern California on a domestic, CMC-sponsored trip, sponsoring departments, faculty, institutes, or offices must enter students into the online Travel Registration database at <https://www.cmc.edu/surveys/travel/>.

The above-mentioned forms, numerous international resources, and student health insurance policy information may be found on the Center for Global Education website: <http://www.claremontmckenna.edu/offcampus/faculty/default.php> as well as listed below.

Thank you for your attention to this matter.

Internet Links:

CMC International Travel Policy:

<http://www.claremontmckenna.edu/offcampus/faculty/IntlTravelPolicy.pdf>

Domestic Health Insurance Form: <http://www.cmc.edu/offcampus/faculty/insurance.pdf>

Assumption of Risk Form: <http://www.cmc.edu/offcampus/faculty/assumption-risk.pdf>

Emergency Contact Form: <http://www.cmc.edu/offcampus/faculty/contacts.pdf>

Emergency Health Insurance: <http://www.cmc.edu/offcampus/faculty/iNext.pdf>

CMC Travel Database: <https://www.cmc.edu/surveys/travel/>