

Risk Management for Academic Programs Held Off Campus

	<p>Policy identification number: To come...</p> <p>File: Health & Safety Policies > Safety Policies</p> <p>Risk Management for Academic Programs Held Off Campus</p> <p>Policy Summary</p> <p>This policy establishes the minimum requirements for academic programs held off campus that will provide for the safety and well-being of participants.</p>
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<p>Policy Owner</p> <p>Vice President for Finance and Administration</p>	<p>Approval Date</p> <p>March 1, 2017</p>	<p>Effective Date</p> <p>March 1, 2017</p>
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<p>Search Terms</p> <p>vpfa, r, risk, off, campus, field, trip, school, study, abroad</p>	<p>Scheduled for Review</p> <p>Spring 2021</p>
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I. Policy Statement

1. All campus policies including the [Faculty Handbook](#) and the [Student Conduct Policy](#) apply to Academic Programs Held Off Campus. Additional conduct expectations may be added for specific academic programs held off-campus.
2. The President, Provost, Vice Presidents and Deans, upon consultation with Office of Environmental Health and Safety and International Programs Office, reserve the right to cancel any activity or to direct substitution of non-routine dangerous activity if mitigation efforts do not reduce the risk to the students. Reasonable safety standards must be met at all times.
3. Each academic program held off campus must conform to the following:
 1. Itinerary: An itinerary must be filed with and/or approved by the appropriate office. The itinerary will include information regarding the trip(s) schedule, contact phone number and emergency contact information for the program leader.

2. Roster of Participants: A roster must be filed with the appropriate office(s). The roster will include name, contact information and emergency contact information of the Program Participants.
 3. Safety Briefing: All Program Participants must be aware of the health and safety requirements, potential hazards, procedures and arrangements to be followed when participating on an academic program held off campus.
 4. Release of Liability: The “Release from Responsibility, Assumption of Risk and Waiver, and Indemnification Agreement” must be completed and signed by each Program Participant.
 5. Emergency Plan: The Program Leader must have an Emergency Plan for each field trip. A copy of the Emergency Plan should be on file with the department office, and the International Programs Office in the case of international programs.
 6. Documentation: Program Leaders will ensure that all documentation, including training, waivers, releases, emergency contact information, and all applicable departmental requirements are provided to the Department Chair (administrative office) and the International Programs Office for all international programs before the commencement of the academic program held off campus.
 7. Program Leaders will submit trip information via the campus wide travel registry for information management of all academic programs held off campus.
 8. The [Risk Management Procedures for Academic Programs Held Off Campus](#) is integral to this policy and must be followed.
 9. All faculty led study abroad (FLSA) programs must adhere to both the [Risk Management Procedures for Academic Programs Held Off Campus](#) and the [Risk Management Procedures for Academic Programs Held Off Campus and Outside the United States](#).
 10. All FLSA Program Participants must provide proof of international insurance.
4. Alcohol/Other Drugs/Weapons
Alcohol, other drugs and weapons are not allowed during an academic program held off campus. In special circumstances, the Program Leader can seek an exception from the alcohol prohibition from the appropriate Dean.
 5. Student Injury/Hospitalization
In the event of a student injury that involves hospitalization or emergency/urgent care, the Program Leader or designee is responsible for staying with the student until another college official or family member/representative relieves said party from responsibility.
 6. State Authorization Reciprocity Agreement
For trips outside the State of Colorado and within the United States, the Program Leader must check to see if the destination state is a part of the State Authorization Reciprocity Agreement. If the destination state participates, no other action is required. If the state does not participate, the Program Leader must contact the appropriate Dean’s Office to determine the [steps required for travel to the destination state](#).

7. Program Evaluation

As part of the evaluation of academic courses related to Field School and FLSA programs, specific questions related to risk management must be included and considered for each academic program application or renewal.

II. Reason for Policy

This policy creates conditions conducive for fulfillment of the educational purpose of an academic program held off campus while mitigating risks to the health, safety, and security associated with any form of travel.

III. Responsibilities

For following the policy: The Program Leader and Participants of an academic program held off campus

For enforcement of the policy: Supervising Dean of Instructor/Program Leader

For oversight of the policy: Vice President for Finance and Administration

For notification of policy: Policy Librarian

For procedures associated with the policy: Supervising Dean of Instructor/Program Leader; International Programs Office Director for FLSA; Director of Office of Environmental Health and Safety/Risk Management

IV. Definitions

Academic Programs Held Off Campus: An excursion away from the college campus that is organized and/or sponsored by an operating unit of the college, or by a faculty member or other authorized employee of the college, for an academic purpose that is related to an approved program or activity of the college. This definition does not include students conducting research on their own time, internships, individual student travel to conferences, and individual activities or placements in the context of the teacher education program or international study abroad placements of individuals through the International Programs Office.

Local/Day: A field trip occurring within the same day

Overnight: A field trip occurring within the United States and includes at least one overnight stay

Field School: Occurs within the United States and takes place over multiple weeks

Faculty Led Study Abroad (FLSA): Occurs at a location outside of the United States

Authorized Volunteer: Those individuals not affiliated with the College as employees or students, designated by the Program Leader to provide expert information and/or participate in the activity and traveling with the Program Participants. Authorized Volunteers must comply with volunteer guidelines, including the completion of the [Authorized Volunteer Form](#) in advance of the Off Campus Academic Program.

Authorized Volunteer Driver: A person driving a college vehicle (owned or rented) that is not an employee. An Authorized Volunteer Driver must be at least 21 years of age, possess a clean driving record and participate in required training.

Program Leader: The person responsible for the Off Campus Academic Program who is a faculty/staff member qualified to lead the Off Campus Academic Program based upon education and/or training.

Off Campus Academic Program Participants (Program Participants): Includes Fort Lewis College faculty, staff, teaching assistants, students, and Authorized Volunteers participating in the trip. FLC faculty, staff and students not part of the class or program may participate with permission of the appropriate Dean, but they do so at their own risk and they must follow the same guidelines and requirements as other Off Campus Academic Program Participants, and sign the necessary release form. Pets may not participate in Off Campus Academic Programs, however, Service Animals may be allowed in compliance with ADA rules and regulations.

Student: Full-time or part-time student enrolled at Fort Lewis College.

V. Approval Matrix

	Local	Overnight	Field School	Faculty Led Study Abroad
Approval Required	Department Chair / Program Director	Department Chair / Program Director	Dean, by scheduling the class	<ul style="list-style-type: none"> • Dean, by scheduling the class • Director of International Programs • Subject to review by Environmental Health and Safety Office related to unsafe travel conditions

Itinerary	One itinerary with schedule for the entire semester, roster, emergency contact information and waiver.	Itinerary for each trip with an overnight stay.	Itinerary for the entire Field School.	Itinerary for the entire trip / semester.
Filing	Filed with Department Chair/Office.	Filed with Department Chair/Office and Dean's Office.	Filed with Department Chair/Office and Dean's Office.	Filed with Department Chair/Office, Dean's Office and International Programs Office.
Roster of Participants/ Liability Releases	<ul style="list-style-type: none"> • One roster for the semester. • One Liability Release signed by each student for the semester. 	One roster and Liability Release signed by each Program Participant for each trip.	One roster and Liability Release signed for the Field School as a whole.	One roster and Liability Release signed by each Program Participant for each trip.

VI. Cross-Referenced Procedures

[Waiver Form required for all off campus activities - April 2021](#)

[Academic Programs Held Off Campus - Procedures - Updated 04-30-2021](#)

[Risk Management Procedures for Academic Programs Held Off Campus and Outside the United States - February 2017](#)

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