

**PROCEDURES FOR TCU SPONSORED ACTIVITIES AWAY FROM CAMPUS – US Locations**  
**(For policy related to international travel see the**  
[Center for International Studies website](#)**)**

	<b>Metroplex experiential</b>	<b>Beyond the metroplex, U.S.</b>
<b>Approval process:</b>	File description of activity with Department chair/Program director and obtain their endorsement.	File detailed itinerary for the planned study with the crediting dean and obtain the dean's endorsement. Interdisciplinary courses need the endorsement of each concerned dean.
	Be sure to have contracts with off-campus vendors or agents approved. See the <i>Handbook for Faculty and Staff</i> , General Policies and Services: Contracts.	
		For students whose experience is unaccompanied (e.g., independent study, internship, etc), in addition to the above, a regional contact must also be identified.
<b>After approval, before departure:</b>	Sponsoring faculty and staff who drive TCU vehicles or who transport students should submit their information to Risk Management for a moving violations record check prior to driving. (Persons with two or more moving violations in the past three years, a conviction for DUI, drag racing or manslaughter with a motor vehicle may not drive on TCU business.)	
	Though student orientation may be determined necessary by the individual program, a formal orientation is not required.	All students must attend an orientation appropriate for the planned activity and destination. <sup>†</sup>
		Under certain conditions, first-aid or first response training is recommended. <sup>‡</sup>
		Arrival and departure plans not already included in the study itinerary should be reported to the sponsoring department once flights, etc. are arranged. This is the responsibility of the student, although in certain circumstances faculty may coordinate planning for the entire class.

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<b>Required elements:</b>	Any program fee collected from participants for the program will be deposited in accounts in the Dean's Office (or in some special cases and with the Dean's approval, in the department). All funds for the trip must go through appropriate TCU accounts. No additional monies are to be collected by faculty members while on the trip. If additional charges are incurred, either the faculty will pay on TCU's behalf or the students will pay the vendor themselves, e.g., for meals not included in program fees.
	Approved guests who go along on trips must pay relevant program fees. At the discretion of the Dean's Office, guests may be required to pay an audit fee for the course.
	Each student must bring a cell phone with the number reported to the sponsoring faculty in advance and a list kept in department or Dean's office.
	Contact forms are to be completed by students traveling on their own during the experience, e.g., weekend trips in Europe or Silver City. Students who are minors should confirm that their parents know where they are going. These forms are then turned in to the sponsoring faculty.
	Variations in planned itinerary for the program must be reported to the Dean's Office as a central information point. E.g., students who change arrival plans, class travel plans, etc.

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