

Student Travel Proposal – College of Architecture

Requests for Student Travel for Academic and Co-Curricular Experiences JULY 29, 2020; REVISED MAY 21, 2021

Student travel for academic and co-curricular experiences requires pre-approval. This guidance applies to undergraduate, graduate, and professional students. The university requires all travelers to comply with travel guidance issued by the Centers for Disease Control and/or State or local public health departments, whether the travel is personal or for university-sponsored business. By submitting a travel approval form, travelers agree to comply with all guidance.

Departments and programs should sponsor such travel only if the experience's outcomes are critical to the students' academic program and cannot be achieved virtually or through an alternative on-campus experience. Departments and programs organizing student travel for off-campus academic and co-curricular experiences are expected to follow the university's health and safety guidelines including while traveling to and from the off-campus locations. Organizers must ensure students who are not able to participate in such travel receive alternative accommodations for the experience to ensure equity and inclusion.

Two levels of authorization will be required prior to travel. Criteria for approval include:

- Can the activity be accomplished virtually?
- Is the travel necessary to the university's fundamental mission?
- Can the travel be postponed?
- If not fully vaccinated, you are expected to get a COVID-19 test before your trip (with enough time to receive results before travel begins) and 3-5 days after your trip. Even if you test negative, stay home and quarantine for a full 7 days after travel.
- If you have recovered from COVID-19 in the past three months, you do not need to get tested or quarantine.

Student travel for curricular programs must be approved by the chair or director of the respective academic program and the dean of the college in which the program resides.

Student organization and other co-curricular student travel must be approved by the Office of Student Affairs. To request approval for Recognized Student Organizations and co-curricular travel, fill out and submit the [Student Affairs Travel Approval Request Form](#).

Student travel for academic and co-curricular experiences can be cancelled without notice at any time, even if previously approved, at the university's discretion in the interest of health and safety.

If you believe travel is critical to the learning outcomes of your course, complete the following proposal and submit to your program director for approval. The program director will then send on to Dean Kathy Ankerson for College approval.

1. Submitter Name: _____

2. Associated Course Number/Name: _____

3. Instructor(s) Accompanying Students: _____

4. Number of Students Travelling: _____

5. Destination: _____

6. Date(s) of Travel: _____

7. Mode of Travel (check all that apply):

University vehicle

City bus

Other (please specify):

8. Necessity of Travel (i.e., explanation for why the travel is necessary to meet the learning outcomes for the course):

9. Explanation of how health and safety measures will be achieved during travel and throughout the off-campus experience (i.e., physical distancing, face coverings, other directed health measures):

10. How will students unable to participate be accommodated?:

Approved by:

Program Director

Date

CoARCH Dean

Date

Refer to the following links for additional information regarding university policies:

<https://travel.unl.edu/policies/travel-involving-students>

<https://covid19.unl.edu/exemption-requests-student-travel-academic-and-co-curricular-experiences>

And the following links for additional information regarding university vehicles and driver authorization:

<https://fleetmanagement.unl.edu/covid-19-updates>

<https://scsapps.unl.edu/RentalRequest/NewDriverAuthorization/>