



Office of Academic Affairs
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MEMORANDUM

TO: Members of the Executive Team

cc: P. George Benson, President
Academic Deans
Program Directors

FROM: Elise B. Jorgens
Provost and Executive Vice President for Academic Affairs

Thomas A. Trimboli
Sr. Vice President for Legal Affairs

DATE: July 1, 2008

SUBJECT: Student Travel

Enclosed herewith are two form documents that may be used whenever students are engaged in a College course, program or sponsored activity (other than sponsored athletic events) that involves travel away from the campus. The first such form should be used for the domestic travel of students; the second should be used for all international travel. Any deviations to these forms, or the use of substitute forms dealing with student travel, must be pre-approved for use by the Office of Legal Affairs.

In order to maintain proper institutional control over the international travel of our students and other students participating in our international programs, please be advised that all such travel must be processed through the College's Center for International Education. In addition, the faculty adviser or program director for each international activity involving students must coordinate and consult with the Director of the Center. The Director, in turn, will perform a review of the planned activity and its consistency with our policies and procedures. This process, we believe, will better serve to protect the interests of students, faculty, and the College.

Please consider this memorandum effective upon receipt.

Thank you.

Encl.