

3356-4-27 Student travel.

- (A) Policy statement. Youngstown state university (university) recognizes that students can and do benefit from learning experiences which occur off-campus. The university seeks to provide safe opportunities and methods of transportation and to mitigate any risks that might be associated with student travel for off-campus activities and events.
- (B) Purpose. To provide the framework for planning and implementing student travel.
- (C) Scope. This policy applies to enrolled and matriculated undergraduate and graduate student travel and student organization travel to events or activities that are organized and/or sponsored by the university.

This policy does not apply to:

- (1) Travel undertaken by individual students attending out-of-town events outside of official university travel;
 - (2) Students traveling to engage in student teaching, internships, experiential practicum, observations or research; or
 - (3) Student-athletes participating in intercollegiate athletics competitions under the sponsorship of the university's athletics department.
- (D) Definitions for purposes of this policy.
- (1) "Enrolled student" – a student who has been admitted to and is attending classes at the university.
 - (2) "Good standing" – a student who is meeting the academic and conduct requirements set by the university.
 - (3) "Matriculated student" – a student who has been admitted to the university, has registered a major, and is attending classes at the university towards a degree.

- (4) “Student organization” – a student group or organization officially registered and recognized by the university.
- (5) “Student organization member” – an enrolled or matriculated student who is a current member of a student organization.
- (6) “University-organized event or activity” – an event or activity that is planned and arranged by a member of the university’s faculty, staff, or a recognized student organization and is approved by the appropriate university official.
- (7) “University-sponsored event or activity” – an event or activity that is endorsed by the university through financial support or by sending student participants as official representatives of the university and is approved by the appropriate university official.
- (8) Appropriate university official.
- (a) For approval of travel associated with a course or faculty-sponsored travel, the dean, or designee, of the applicable college is the appropriate university official. In addition, vice president for finance and business operations, or designee, will continually assess the course for risk and provide recommendation(s) on the course. For faculty led study abroad/within (“FLSA/W”) travel, the FLSA/W team are the appropriate university officials.
- (b) For approval of student organization travel, the vice president of student affairs, or designee, is the appropriate university official. In addition, the vice president for finance and business operations, or designee, will continually assess the course for risk and provide recommendation(s) on the course.
- (c) For study abroad travel, the dean, or designee, of the applicable college and the international programs representative are the appropriate university officials. In addition, the vice president for finance and business

operations, or designee, will continually assess the course for risk and provide recommendation(s) on the course.

(d) For travel on behalf of a program, office, or department not noted in this paragraph, the appropriate university official will be the highest-level administrator overseeing the program, office, or department, excluding the president and vice presidents of the university. In addition, the vice president for finance and business operations, or designee, will continually assess the course for risk and provide recommendation(s) on the course.

(9) Designated trip leader. A university representative/faculty member/advisor/volunteer who serves as the point of contact to and from the university during travel. In prior approved circumstances, and when no representative/faculty member/advisor is on a trip, a student may serve as the designated trip leader. For students traveling on their own on behalf of a recognized student organization where university funds are utilized to support the activity, the president or representative of the student organization or the designated trip leader must meet with the vice president of student affairs, or designee, and/or coordinating department prior to the trip to review details of the trip.

(E) General requirements. The following requirements apply to all travel under this policy.

(1) Enrolled students, including college credit plus, students under the age of eighteen, are not permitted to travel. However, see paragraph (D)(1) of this rule which allows participants in certain university sponsored educational or sports programs/activities that are under the age of eighteen to travel as part of their participation in the program/activity.

(2) Matriculated students under the age of eighteen are permitted to travel provided that the student's parent/guardian completes and signs the "Off-Campus Travel and Assumption of Risk" form and

the “Authorization for Emergency Medical Treatment” form. Students must be in good standing to travel.

- (3) A student wishing to travel as part of a student organization event or activity must be a current member on the roster of the student organization and have completed the hazing prevention training.
- (4) Unless otherwise specified, the university does not provide medical insurance for any student's participation in travel. All student participants should maintain medical insurance and are responsible for any medical costs they incur during and/or as a result of the trip.
- (5) All students traveling internationally must obtain international travel medical insurance through the university’s IPO. All students traveling with a FLSA/W trip shall obtain medical insurance through the designated provider.
- (6) Participants in student travel are responsible for their own behavior and any resulting consequences. The university shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with university rules and policies, including the student code of conduct, the direction of university employees, or applicable law. Participants may be denied the ability to travel if not in good standing with the university.
- (7) Travel must be consistent with the goals of the academic unit, program, or department. Student organization travel must be consistent with the organization’s mission statement. The individuals requesting approval for course or faculty sponsored travel, student organization travel, study abroad travel, or travel on behalf of a program, office or department must complete all university travel forms, documents and waivers by mandated deadlines. Additional details can be found on the university’s [risk management website](#). All travel forms must be approved in order to travel.

- (8) Friends and family of participants are not eligible to participate in student travel opportunities, including planned itineraries, except in those instances where prior written permission of the appropriate university official has been given, appropriate forms have been submitted, and required insurance coverage has been obtained.
 - (9) Students are responsible for making arrangements to complete all assignments and/or examinations that are scheduled during travel.
 - (10) Training. Designated trip leaders and authorized university officials must complete student travel training prior to traveling.
 - (11) Sponsors or organizers of events or activities may impose additional requirements in order to address unique circumstances associated with a particular activity, destination, or travel.
- (F) Transportation. The university office, unit, or department planning or sponsoring an event or activity should be prepared to arrange for transportation by university-owned or rental vehicle; contracted/chartered transportation service; regularly scheduled transportation service (e.g., bus, train, commercial airline service); or if necessary, personal vehicles. Contracting, purchasing, and insurance requirements can be found on the university's procurement services website.

The following rules apply to transportation:

- (1) University-owned or leased vehicles may only be utilized in a manner compliant with rule 3356-4-18 of the Administrative Code, "Use of university vehicle."
- (2) All university purchasing policies apply when procuring chartered or commercial transportation.
- (3) Personal vehicles may only be used on a voluntary basis. All participants choosing to ride in a private automobile do so voluntarily and at their own risk. The university shall not insure or accept liability for any damage, loss, or injury resulting from the

use of a private vehicle. The university does not provide comprehensive or collision insurance for private vehicles driven on university business, and the vehicle owner/driver is responsible for insurance coverage for the vehicle. The university does carry non-owner excess liability coverage to protect the university, student, or employee in the event of a suit resulting from an automobile accident in which an employee was driving on university business.

- (4) Under no circumstance will a vehicle driver be reimbursed for fines for moving or parking violations.
- (5) Occupants of motor vehicles must use seat belts or other approved safety restraint devices as required by law or regulation at all times when the vehicle is in operation.
- (6) Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substances.

(G) Accident and emergency procedures. Prior to travel, designated leaders and group participants shall review the YSU “Student Crisis Notification and Response Plan” found on the [environmental, health and safety website](#) and any appendices and follow applicable guidance and suggestions.

(H) Accommodations for students with disabilities. Any student with a disability who requires accommodation must contact the office of accessibility services for assistance in determining reasonable accommodations. The office of accessibility services will consult with the sponsoring unit regarding this determination.

(I) Student travel pursuant to educational or sports programs. Participants in university sponsored educational or sports programs/activities such as upward bound, academic achievers, summer or sports camps, and who are under the age of eighteen, are permitted to travel as part of their participation in the educational or sports program/activity regardless of whether they are enrolled students. Travel pursuant to such programs must have at a minimum a designated trip leader who is over the age of eighteen and who has completed all university travel forms. University

employees (including student employees), volunteers, and participants must adhere to rule 3356-7-56 of the Administrative Code, “Minors on campus,” and all other applicable rules, regulations, and university policies.

- (J) Compliance. Failure to comply with any policy requirements may result in restrictions or loss of travel opportunities, travel funds and/or reimbursements. Students and student organizations are subject to sanctions under “The Student Code of Conduct” up to and including expulsion and loss of organization recognition. Employees are subject to discipline up to and including termination.

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