

## **IWU Policy for Children Accompanying May Term Travel Courses**

A May Term Travel Course is an academic course supplemented by travel. Travel Courses aim to provide the essence and distinctive goals of May Term (curricular experimentation, crossing traditional boundaries, student/faculty collaboration, intellectual transformation, and service and internships) while off-campus. Therefore, it is important that each Travel Course Leader create, maintain, and protect the expectations of the course and ensure those expectations align with the May Term goals of the course.

Priority for the limited number of “seats” in each Travel Course must be given to qualified students. The academic expectation of each Travel Course must be of primary importance, and the University must not be placed in a position of increased liability. Thus, unless otherwise approved in writing by the Provost and Associate Dean, no one is permitted to accompany Travel Courses except those students (and faculty/assistants) fully participating in the course.

In addition, the May Term Advisory Committee has concluded that it is difficult to have children accompany a May Term Travel Course and still maintain the leaders’ focus on academic content. However, should Travel Course Leaders or Travel Course Assistants (with the permission of the TCL) wish to petition to have their child or children accompany them on a May Term Travel Course, the following conditions must be met:

1. All requests to bring a child or children on a Travel Course must be submitted for approval to the Associate Dean of Curricular and Faculty Development and the Provost, by July 1<sup>st</sup> of the year prior to the travel course. Extenuating circumstance for including a child/children in the trip must be demonstrated.
2. There must be a separate designated caregiver for a child or children aged 15 or younger.
3. The caregiver cannot be the Travel Course Leader, Travel Course Assistant, or a student enrolled in the course.
4. The caregiver must be 18 years of age or older.
5. Verification of caregiver (the name of the agency providing the care) is necessary. This information must be provided to the Mellon Center before departure.
6. It is acceptable if a spouse (significant other) or a family member travels with the group, not as an assistant, but as the person in charge of caring for the child/children.
7. If the TCL is a non-custodial parent and wishes to have his/her child/children accompanying him/her on a Travel Course, it is expected that the custodial-spouse grant permission, in writing, for the child/children to accompany the non-custodial parent.
8. It is the responsibility of the Travel Course Leader or the Travel Course Assistant to cover all costs for the child/children, as well as the costs of the caregiver, including transportation, accommodations, meals, activities, and other costs incurred by the child/children or the caregiver.